



# AIMS K-12 College Prep Charter District

## AIMS Special Board Meeting

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### Date and Time

Friday December 8, 2023 at 3:30 PM PST

### Location

171 12th Street, Oakland, CA 94607  
4049 First Street, Livermore, CA 94605  
2450 Washington Ave., San Leandro, CA 94577  
1801 Adeline Street, Oakland, CA 94607  
7521 Ney Avenue, Oakland, CA 94605

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting

<https://us02web.zoom.us/j/3311128694?pwd=cVFNbEJtWm40aDZpUlp5WFVxRGVqUT09>

Meeting ID: 331 112 8694

Passcode: 0EjSCZ

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Meeting ID: 331 112 8694

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>3:30 PM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order	Chris Edington	
<b>B.</b>	Record Attendance and Guests	Barbara Pemberton	1 m
<b>C.</b>	Adoption of Agenda	Vote Chris Edington	1 m
<b>D.</b>	Public Comment on Agenda Items		4 m
Public Comment on Agenda 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).</b>			
<b>E.</b>	Public Comment on Non-Agenda Items		4 m
Public Comment on Non-Agenda Items is set aside for members of the Public to address the items not on the Board’s agenda. 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).</b>			
<b>II. Approve Minutes</b>			<b>3:40 PM</b>
<b>A.</b>	Finance Committee Meeting: November 21, 2023	Approve Minutes	1 m

	Purpose	Presenter	Time
<b>B.</b> AIMS Special Board Meeting: November 13, 2023	Approve Minutes		
<b>C.</b> Finance Committee Monthly Meeting: October 10, 2019	Approve Minutes		
<b>D.</b> Facilities Committee Monthly Meeting: October 10, 2019	Approve Minutes		
<b>E.</b> Governance Committee Monthly Meeting: November 5, 2019	Approve Minutes		
<b>F.</b> Special Facilities Committee Monthly Meeting: November 14, 2019	Approve Minutes		
<b>G.</b> Special - Finance Committee Monthly Meeting: November 14, 2019	Approve Minutes		
<b>H.</b> Finance Committee Monthly Meeting: February 13, 2020	Approve Minutes		
<b>I.</b> Governance Committee Meeting: February 5, 2019	Approve Minutes		
<b>J.</b> Finance Committee Meeting: May 2, 2019	Approve Minutes		
<b>K.</b> Governance Committee Meeting: May 14, 2019	Approve Minutes		

	Purpose	Presenter	Time
L. Special Board of Directors Meeting: May 4, 2018	Approve Minutes		
<b>III. Action Items</b>			<b>3:41 PM</b>
A. AIMS Exec Memo 2023-24 1st interim	Vote	Katema Ballentine	10 m
<b>IV. Consent Calendar</b>			<b>3:51 PM</b>
A. Bereavement Policy Update	Vote	Eric Haar	1 m
B. AIMS HS Student Polos	Vote	Natalie Glass	
C. AIMS College Preparatory Elementary School - Professional Development	Vote	Natalie Glass	
D. 2023-24 Sports Budget Final 102523	Vote	Natalie Glass	
E. BACR Hourly Increase Proposal	Vote	Marisol Magana	
F. TSA Duties - Amendment to 2023-24 Employment Contract	Vote	Deborah Woods	
G. Job Descriptions for Approval	Vote	Tiffany Tung	
AIMS Assistant Athletic Director			
AIMS Assistant Coach			
AIMS Athletic Director			
Athletic Coach			
Child Nutrition Coordinator			
Employee Relations Coordinator			
Food Service Clerk			
Teacher Induction Coach			
Teacher Intern Mentor			
H. AIMS Oakland Promise Program Agreement 2023-24	Vote	Christopher Ahmad	
I. 23-24 Contract Submission	Vote	Tiffany Tung	
J. Board Resolution - Surplus	Vote	Marisol Magana	
K. SCOE Ahmad Contract Agreement Stipend 2023-2024	Vote	Christopher Ahmad	



	Purpose	Presenter	Time
<b>L.</b> SCOE Coordinator Ahmad Contract pt. 2 Agreement Stipend 2023-2024	Vote	Christopher Ahmad	
<b>M.</b> SCOE Cabrera Contract Agreement Stipend 2023-2024	Vote	Christopher Ahmad	
<b>N.</b> SCOE Golden Contract Agreement Stipend 2023-2024	Vote	Christopher Ahmad	
<b>O.</b> SCOE Jacques Contract Agreement Stipend 2023-2024	Vote	Christopher Ahmad	
<b>P.</b> Agreement for Services - Vital ELC	Vote	Maya Woods-Cadiz	
<b>V. Closed Session</b>			<b>3:52 PM</b>
<b>A.</b> Public Comment on Closed Session Items	FYI		10 m
<p>Public Comment on closed session items is set aside for members of the Public to address items on the Board’s agenda for closed session. 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).</b></p>			
<b>B.</b> Recess to Closed Session	Discuss		60 m
<p>Closed Session Items:</p> <ol style="list-style-type: none"> <li>1. Conference with Legal Counsel- Anticipated Litigation (Gov. Code Section 54956.9) <ul style="list-style-type: none"> <li>• Consultation regarding two anticipated matters</li> </ul> </li> <li>2. Employee Matters <ul style="list-style-type: none"> <li>• Certificated employee performance</li> </ul> </li> </ol>			
<b>C.</b> Report from Closed Session	FYI		2 m
<b>VI. Closing Items</b>			<b>5:04 PM</b>
<b>A.</b> Adjourn Meeting	FYI		

	Purpose	Presenter	Time
<b>B. NOTICES</b>	FYI	Barbara Pemberton	

**The next regular meeting of the Board of Directors is scheduled to be held on the fourth Tuesday, February 2024, at 6:45 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, Barbara Pemberton, hereby certify that I posted this agenda on the AIMS website at [www.aimsk12.org](http://www.aimsk12.org), on December 7, 2023, before 3:30 PM.**

**Certification of Posting**

# Coversheet

## Finance Committee Meeting: November 21, 2023

**Section:** II. Approve Minutes  
**Item:** A. Finance Committee Meeting: November 21, 2023  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee Meeting on November 21, 2023

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Finance Committee Meeting

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**Date and Time**

Tuesday November 21, 2023 at 5:30 PM

**Location**

171 12th Street, Oakland, CA 94607

**Join Zoom Meeting**

<https://us02web.zoom.us/j/3311128694?pwd=cVFNbEJtWm40aDZpUlpl5WFVxRGVqUT09>

Meeting ID: 331 112 8694

Passcode: 0EjSCZ

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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.

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**Committee Members Present**

C. Edington, J. Hinton-Hodge (remote), K. Ballentine (remote), M. Woods-Cadiz (remote)

**Committee Members Absent**

*None*

**Guests Present**

B. Pemberton

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**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

C. Edington called a meeting of the Finance Committee of AIMS K-12 College Prep Charter District to order on Tuesday Nov 21, 2023 at 5:47 PM.

**II. Public Comment**

**A. Public Comment on Agenda Items**

No comment

**B. Public Comment On Non-Agenda Items**

No comment

**III. Action Items**

**A. Bereavement Policy Update**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**B. AIMS HS Student Polos**

C. Edington made a motion to approve.  
M. Woods-Cadiz seconded the motion.  
The committee **VOTED** to approve the motion.

**C.**

**AIMS College Preparatory Elementary School - Professional Development**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**D. 2023-24 Sports Budget Final 102523**

C. Edington made a motion to approve.  
M. Woods-Cadiz seconded the motion.  
The committee **VOTED** to approve the motion.

**E. AIPCS II SPSA 2023-24 - Update 11-23**

Board discussed the item but needs additional information before voting

**F. AIPCS II ESSER III Plan**

Board discussed the item but needs additional information before voting

**G. BACR Hourly Increase Proposal**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**H. TSA Duties - Amendment to 2023-24 Employment Contract**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**I. Job Description**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**J. AIMS Oakland Promise Program Agreement 2023-24**

M. Woods-Cadiz made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**K. 23-24 Contract Submission**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**L.**

**Board Resolution - Surplus**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**M. SCOE Ahmad Contract Agreement Stipend 2023-2024**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**N. SCOE Coordinator Ahmad Contract pt. 2 Agreement Stipend 2023-2024**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**O. SCOE Cabrera Contract Agreement Stipend 2023-2024**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**P. SCOE Golden Contract Agreement Stipend 2023-2024**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**Q. SCOE Jacques Contract Agreement Stipend 2023-2024**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**R. Educator Effectiveness Block Grant 2021 - Update**

Board discussed the item but needs more information before voting

**S. AIMS 22-23 Audit Extension Approval**

Board discussed the item but need further investigation before voting

**T. Agreement for Services - Vital ELC**

C. Edington made a motion to approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**U.**

**Board Memo - Cleaning Serices**

Board discussed the item but needs more information before voting

**IV. Closed Session**

**A. Public Comment on Closed Session Items**

No comment

**B. Closed Session**

Nothing to report

**V. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:25 PM.

Respectfully Submitted,  
C. Edington

**B. NOTICES**

None



# Coversheet

## AIMS Special Board Meeting: November 13, 2023

**Section:** II. Approve Minutes  
**Item:** B. AIMS Special Board Meeting: November 13, 2023  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for AIMS Special Board Meeting on November 13, 2023

APPROVED



# AIMS K-12 College Prep Charter District

## Minutes

### AIMS Special Board Meeting

**Date and Time**

Monday November 13, 2023 at 3:30 PM

**Location**

171 12th Street, Oakland, CA 94607

4049 First Street, Livermore, CA 94605

2450 Washington Ave., San Leandro, CA 94577

1801 Adeline Street, Oakland CA 94607

7521 Ney Avenue, Oakland, CA 94605

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**Directors Present**

C. Edington (remote), J. Colly (remote), J. Hinton-Hodge (remote), S. Leung (remote)

**Directors Absent**

*None*

**Guests Present**

B. Pemberton, M. Woods-Cadiz (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

C. Edington called a meeting of the board of directors of AIMS K-12 College Prep Charter District to order on Monday Nov 13, 2023 at 3:38 PM.

**B. Record Attendance and Guests**

**C. Adoption of Agenda**

C. Edington made a motion to approvr.  
The board **VOTED** to approve the motion.

**D. Public Comment on Agenda Items**

No comment

**E. Public Comment on Non-Agenda Items**

No comment

**II. Approve Minutes**

**A. AIMS Special Board Meeting: October 10, 2023**

C. Edington made a motion to approve the minutes from AIMS Special Board Meeting on 10-10-23.  
J. Colly seconded the motion.  
The board **VOTED** to approve the motion.

**B.**

### **AIMS Special Board Meeting: November 6, 2023**

C. Edington made a motion to approve the minutes from AIMS Special Board Meeting on 11-06-23.

J. Colly seconded the motion.

The board **VOTED** to approve the motion.

### **III. Action Items**

#### **A. Epicenter Professional Services Agreement**

C. Edington made a motion to approve.

J. Hinton-Hodge seconded the motion.

The board **VOTED** to approve the motion.

### **IV. Consideration and Discussion of CAP**

#### **A. AIMS Board of Directors Working Session**

The document was reviewed and discussed.

J. Hinton-Hodge made a motion to approve and adopt the CAP subject after review and completion by CAP Committee and Board.

C. Edington seconded the motion.

The board **VOTED** to approve the motion.

### **V. Closed Session**

#### **A. Public Comment on Closed Session Items**

No comment

#### **B. Recess to Closed Session**

The board exited to closed session.

#### **C. Report from Closed Session**

### **VI. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:40 PM.

Respectfully Submitted,

C. Edington

#### **B.**

**NOTICES**

None

# Coversheet

## Finance Committee Monthly Meeting: October 10, 2019

**Section:** II. Approve Minutes  
**Item:** C. Finance Committee Monthly Meeting: October 10, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee Monthly Meeting on October 10, 2019

APPROVED



# AIMS K-12 College Prep Charter District

## Minutes

### Finance Committee Monthly Meeting

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#### **Date and Time**

Thursday October 10, 2019 at 6:00 PM

#### **Location**

171 12th Street, Oakland Ca. 94607

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#### **Committee Members Present**

C. Edington, K. Ballentine, M. Woods-Cadiz

#### **Committee Members Absent**

*None*

#### **Guests Present**

B. Pemberton

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

C. Edington called a meeting of the Finance Committee of AIMS K-12 College Prep Charter District to order on Thursday Oct 10, 2019 at 6:08 PM.

**B. Record Attendance and Guests**

**C. Public Comment on Non-Action Items**

No comment

**D. Public Comment on Action Items**

No comment

**II. Non-Action Items**

**A. Acknowledgment of Loan Acceptance**

The item was discussed

**III. Closed Session**

**A. Public Comment on Closed Session Items**

No comment

**B. Recess to Closed Session**

**C. Reconvene from Closed Session**

**D. Report from Closed Session**

Nothing to report

**IV. Closing Items**

**A. Items For Next Agenda**

None

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:51 PM.

Respectfully Submitted,  
C. Edington

**C. NOTICES**



None

# Coversheet

## Facilities Committee Monthly Meeting: October 10, 2019

**Section:** II. Approve Minutes  
**Item:** D. Facilities Committee Monthly Meeting: October 10, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Facilities Committee Monthly Meeting on October 10, 2019

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Facilities Committee Monthly Meeting

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##### **Date and Time**

Thursday October 10, 2019 at 5:00 PM

##### **Location**

171 12th Street, Oakland Ca. 94607

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##### **Committee Members Present**

M. Magana, S. Leung

##### **Committee Members Absent**

*None*

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#### **I. Opening Items**

##### **A. Call the Meeting to Order**

S. Leung called a meeting of the Facilities Committee Committee of AIMS K-12 College Prep Charter District to order on Thursday Oct 10, 2019 at 5:07 PM.

##### **B.**

**Record Attendance and Guests**

**C. Public comments on Non-action items**

No comment

**D. Public comments on Action items**

No comment

**II. Non-action Items**

**A. Facilities Update**

The item was discussed

**B. Potential Projects for High School**

The item was discussed

**III. Action Items**

**A. Prop 39**

S. Leung made a motion to approve.

M. Magana seconded the motion.

The committee **VOTED** to approve the motion.

**IV. Closed Session**

**A. Public comments on Closed Session items**

No comment

**B. Recess to closed session**

**C. Reconvene from closed session**

**V. Closing Items**

**A. Items for next agenda**

None

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:56 PM.

Respectfully Submitted,  
S. Leung

**C. Notes**

None

# Coversheet

## Governance Committee Monthly Meeting: November 5, 2019

**Section:** II. Approve Minutes  
**Item:** E. Governance Committee Monthly Meeting: November 5, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Governance Committee Monthly Meeting on November 5, 2019

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Governance Committee Monthly Meeting

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##### **Date and Time**

Tuesday November 5, 2019 at 11:00 AM

##### **Location**

171 12th Street, Oakland Ca. 94607

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##### **Committee Members Present**

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

##### **Committee Members Absent**

*None*

##### **Guests Present**

B. Pemberton

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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 Nov 5, 2019 at 11:06 AM.

**B. Record Attendance and Guests**

**C. Public Comments on Non-Action Items**

No comment

**D. Public Comments on Action Items**

No comment

**II. Non-Action Items**

**A. Open House Proposal**

A discussion was held

**B. New Board Member Requirements**

A discussion was held

**III. Action Items**

**A. AIMS Wellness Policy**

T. Cook made a motion to approve.

A. Abuyen seconded the motion.

The committee **VOTED** to approve the motion.

**B. Student-Staff Interaction Policy**

T. Cook made a motion to approve.

D. Lang seconded the motion.

The committee **VOTED** to approve the motion.

**IV. Closed Session**

**A. Public Comment on Closed Session Items**

No comment

**B. Closed Session Items**

**C. Reconvene from Closed Session**

Nothing to report



## **V. Closing Items**

### **A. Items for Next Agenda**

None

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:51 AM.

Respectfully Submitted,

T. Cook

### **C. NOTICES**

None

## Coversheet

### Special Facilities Committee Monthly Meeting: November 14, 2019

**Section:** II. Approve Minutes  
**Item:** F. Special Facilities Committee Monthly Meeting: November 14, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Special Facilities Committee Monthly Meeting on November 14, 2019

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Special Facilities Committee Monthly Meeting

---

**Date and Time**

Thursday November 14, 2019 at 5:00 PM

**Location**

171 12th Street, Oakland Ca. 94607

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**Committee Members Present**

D. Lang, M. Magana, S. Leung

**Committee Members Absent**

*None*

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**I. Opening Items****A. Call the Meeting to Order**

D. Lang called a meeting of the Facilities Committee Committee of AIMS K-12 College Prep Charter District to order on Thursday Nov 14, 2019 at 5:04 PM.

**B.**

## **Record Attendance and Guests**

### **C. Public comments on Non-action items**

No comment

### **D. Public comments on Action items**

No comment

## **II. Non-action Items**

### **A. Facilities Update**

The update was presented and a discussion was held

## **III. Action Items**

### **A. Central Office Move**

D. Lang made a motion to approve.

M. Magana seconded the motion.

The committee **VOTED** to approve the motion.

## **IV. Closed Session**

### **A. Public comments on Closed Session items**

No comment

### **B. Recess to closed session**

The board exited to closed session

### **C. Reconvene from closed session**

The board returned from closed session

## **V. Closing Items**

### **A. Items for next agenda**

None

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:52 PM.

Respectfully Submitted,

D. Lang

**C. Notes**

None

## Coversheet

### Special - Finance Committee Monthly Meeting: November 14, 2019

**Section:** II. Approve Minutes  
**Item:** G. Special - Finance Committee Monthly Meeting: November 14, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Special - Finance Committee Monthly Meeting on November 14, 2019

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Special - Finance Committee Monthly Meeting

---

**Date and Time**

Thursday November 14, 2019 at 6:00 PM

**Location**

171 12th Street, Oakland Ca. 94607

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---

**Committee Members Present**

C. Edington, K. Ballentine, M. Woods-Cadiz

**Committee Members Absent**

*None*

---

**I. Opening Items****A. Call the Meeting to Order**

K. Minor called a meeting of the Finance Committee of AIMS K-12 College Prep Charter District to order on Thursday Nov 14, 2019 at 6:11 PM.

**B.**

**Record Attendance and Guests**

**C. Public Comment on Non-Action Items**

No comment

**D. Public Comment on Action Items**

No comment

**II. Non-Action Items**

**A. Measure G1 Carryover Request to OUSD**

The item was discussed

**B. Performance Bonus**

The item was discussed

**III. Action Items**

**A. MOU for Teacher Intern**

C. Edington made a motion to approve.

K. Ballentine seconded the motion.

The committee **VOTED** to approve the motion.

**B. Reclass Temporary Housing to Loan**

C. Edington made a motion to approve.

M. Woods-Cadiz seconded the motion.

The committee **VOTED** to approve the motion.

**C. MRC/XEROX Printer Upgrades Proposal**

C. Edington made a motion to approve.

K. Ballentine seconded the motion.

The committee **VOTED** to approve the motion.

**IV. Closed Session**

**A. Public Comment on Closed Session Items**

No comment

**B. Recess to Closed Session**

The board exited to closed session

**C.**



**Reconvene from Closed Session**

The board returned from closed session

**D. Report from Closed Session**

Nothing to report

**V. Closing Items**

**A. Items For Next Agenda**

None

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:56 PM.

Respectfully Submitted,  
C. Edington

**C. NOTICES**

None

# Coversheet

## Finance Committee Monthly Meeting: February 13, 2020

**Section:** II. Approve Minutes  
**Item:** H. Finance Committee Monthly Meeting: February 13, 2020  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee Monthly Meeting on February 13, 2020

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Finance Committee Monthly Meeting

---

**Date and Time**

Thursday February 13, 2020 at 6:00 PM

**Location**

171 12th Street, Oakland Ca. 94607

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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.

---

**Committee Members Present**

C. Edington, K. Ballentine, M. Woods-Cadiz

**Committee Members Absent**

*None*

---

**I. Opening Items****A. Call the Meeting to Order**

C. Edington called a meeting of the Finance Committee of AIMS K-12 College Prep Charter District to order on Thursday Feb 13, 2020 at 6:04 PM.

**B.**

## **Record Attendance and Guests**

### **C. Public Comment on Non-Action Items**

No comment

### **D. Public Comment on Action Items**

No comment

## **II. Non-Action Items**

### **A. Donation Acceptance: Staff Appreciation Funds**

The information was presented

### **B. Update on expenditures**

The item was discussed

### **C. 2nd Interim Preparation**

C. Edington made a motion to approve.

M. Woods-Cadiz seconded the motion.

The committee **VOTED** to approve the motion.

### **D. Review of Finance Committee Checklist**

The item was discussed

## **III. Action Items**

### **A. Workers Comp Insurance Renewal**

C. Edington made a motion to approve.

K. Ballentine seconded the motion.

The committee **VOTED** to approve the motion.

### **B. Student Staff and Chaperones Out of Country Travel**

C. Edington made a motion to approve.

M. Woods-Cadiz seconded the motion.

The committee **VOTED** to approve the motion.

### **C. HS Invoice Furniture**

C. Edington made a motion to approve.

K. Ballentine seconded the motion.

The committee **VOTED** to approve the motion.

#### **IV. Closed Session**

##### **A. Public Comment on Closed Session Items**

No comment

##### **B. Recess to Closed Session**

The board exited to closed session

##### **C. Reconvene from Closed Session**

The board returned from closed session

##### **D. Report from Closed Session**

Nothing to report

#### **V. Closing Items**

##### **A. Items For Next Agenda**

None

##### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:12 PM.

Respectfully Submitted,  
C. Edington

##### **C. NOTICES**

None

# Coversheet

## Governance Committee Meeting: February 5, 2019

**Section:** II. Approve Minutes  
**Item:** I. Governance Committee Meeting: February 5, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governance Committee Meeting on February 5, 2019

APPROVED



# AIMS K-12 College Prep Charter District

## Minutes

### Governance Committee Meeting

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#### **Date and Time**

Tuesday February 5, 2019 at 2:00 PM

#### **Location**

171 12th St Oakland Ca 94607

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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.

---

#### **Committee Members Present**

M. Woods-Cadiz, T. Cook

#### **Committee Members Absent**

*None*

---

### **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 Feb 5, 2019 at 2:05 PM.

#### **B.**

**Record Attendance and Guests**

**C. Approve Prior Committee Meeting Minutes**

The minutes were approved.

**D. Public Comments on Non-Action Items**

No comment

**E. Public Comments on Action Items**

No comment

**II. Non-Action Items**

**A. AIMS Board Bylaws**

The item was discussed

**III. Action Items**

**A. AIMS Official Style Guide**

T. Cook made a motion to approve.

M. Woods-Cadiz seconded the motion.

The committee **VOTED** to approve the motion.

**B. AIMS Vehicle Policy**

T. Cook made a motion to approve.

M. Woods-Cadiz seconded the motion.

The committee **VOTED** to approve the motion.

**IV. Closed Session**

**A. Public Comment on Closed Session Items**

No comment

**B. Recess to Closed Session**

The committee exited to closed session

**C. Reconvene from Closed Session**

The committee returned from closed session

**V. Closing Items**

**A.**



**Items for Next Agenda**

None

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:42 PM.

Respectfully Submitted,  
T. Cook

**C. NOTICES**

None

# Coversheet

## Finance Committee Meeting: May 2, 2019

**Section:** II. Approve Minutes  
**Item:** J. Finance Committee Meeting: May 2, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee Meeting on May 2, 2019

APPROVED



# AIMS K-12 College Prep Charter District

## Minutes

### Finance Committee Meeting

---

#### Date and Time

Thursday May 2, 2019 at 6:00 PM

#### Location

171 12th Street Oakland Ca, 94607

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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.

---

#### Committee Members Present

C. Edington, K. Ballentine, M. Woods-Cadiz

#### Committee Members Absent

*None*

---

#### I. Opening Items

##### A. Call the Meeting to Order

C. Edington called a meeting of the Finance Committee of AIMS K-12 College Prep Charter District to order on Thursday May 2, 2019 at 6:11 PM.

##### B.

## **Record Attendance and Guests**

### **C. Approve prior Committee Meeting Minutes**

C. Edington made a motion to approve the minutes from Finance Committee Meeting on April 23, 2019.

M. Woods-Cadiz seconded the motion.

The board **VOTED** to approve the motion.

### **D. Public Comment on Non-Action Items**

No Comment

### **E. Public Comment on Action Items**

No comment

## **II. Action Items**

### **A. Out of State Travel - Acellus Training Approval**

C. Edington made a motion to approve.

K. Ballentine seconded the motion.

The committee **VOTED** to approve the motion.

### **B. Employee Contracts**

C. Edington made a motion to approve.

M. Woods-Cadiz seconded the motion.

The committee **VOTED** to approve the motion.

### **C. ATI Discussion**

C. Edington made a motion to approve.

K. Ballentine seconded the motion.

The committee **VOTED** to approve the motion.

## **III. Closed Session**

### **A. Public Comment on Closed Session Items**

No comment

### **B. Recess to Closed Session**

Committee exited to closed session

### **C. Reconvene from Closed Session**

Committee returned from closed session

**D. Report from Closed Session**

Nothing to report

**IV. Closing Items**

**A. Items For Next Agenda**

None

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:56 PM.

Respectfully Submitted,  
C. Edington

**C. NOTICES**

None

# Coversheet

## Governance Committee Meeting: May 14, 2019

**Section:** II. Approve Minutes  
**Item:** K. Governance Committee Meeting: May 14, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governance Committee Meeting on May 14, 2019

APPROVED



# AIMS K-12 College Prep Charter District

## Minutes

### Governance Committee Meeting

---

#### **Date and Time**

Tuesday May 14, 2019 at 11:00 AM

#### **Location**

171 12th St Oakland Ca 94607

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---

#### **Committee Members Present**

M. Woods-Cadiz, T. Cook

#### **Committee Members Absent**

*None*

---

#### **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 May 14, 2019 at 11:00 AM.

##### **B.**

**Record Attendance and Guests**

**C. Approve Prior Committee Meeting Minutes**

No minutes to approve

**D. Public Comments on Non-Action Items**

No comment

**E. Public Comments on Action Items**

No comment

**II. Action Items**

**A. Proposed Board Retreat Agenda**

T. Cook made a motion to approve.

M. Woods-Cadiz seconded the motion.

The committee **VOTED** to approve the motion.

**III. Closed Session**

**A. Public Comment on Closed Session Items**

No comment

**B. Recess to Closed Session**

Committee exited to closed session

**C. Reconvene from Closed Session**

Nothing to report

**IV. Closing Items**

**A. Items for Next Agenda**

None

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:15 PM.

Respectfully Submitted,

T. Cook

**C.**



**NOTICES**

None

# Coversheet

## Special Board of Directors Meeting: May 4, 2018

**Section:** II. Approve Minutes  
**Item:** L. Special Board of Directors Meeting: May 4, 2018  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board of Directors Meeting on May 4, 2018

APPROVED



# AIMS K-12 College Prep Charter District

## Minutes

### Special Board of Directors Meeting

---

**Date and Time**

Friday May 4, 2018 at 5:00 PM

**Location**

171 12th St., Oakland, CA 94607

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---

**Directors Present**

C. Edington, S. Leung, T. Cook

**Directors Absent**

*None*

---

**I. Opening Items****A. Call the Meeting to Order**

S. Leung called a meeting of the board of directors of AIMS K-12 College Prep Charter District to order on Friday May 4, 2018 at 5:09 PM.

**B.**

**Record Attendance and Guests**

**C. Adoption of Agenda**

S. Leung made a motion to approve.

C. Edington seconded the motion.

The board **VOTED** to approve the motion.

**D. Public Comment on Agenda Items**

No comment

**II. Closed Session**

**A. Public Comment on Closed Session Items**

No comment

**B. Recess to Closed Session**

Board exits to closed session

**C. Reconvene from Closed Session**

Board returns from closed session

**D. Report from Closed Session**

Nothing to report

**III. Closing Items**

**A. Items for Next Agenda**

None

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:51 PM.

Respectfully Submitted,  
S. Leung

# Coversheet

## AIMS Exec Memo 2023-24 1st interim

**Section:** III. Action Items  
**Item:** A. AIMS Exec Memo 2023-24 1st interim  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** AIMS Exec Memo 2023-24 1st interim.docx.pdf



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Fax: 510.893.0345  
Website: aimschools.org

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Fax: 510.893.0345  
Website: aimschools.org

**AIMS K-12 COLLEGE PREP**  
**2023-2024 1<sup>st</sup> Interim Budget Executive Summary**

---

AIMS K-12 College Prep, formerly known as, American Indian Model Schools, is a Charter District comprised of 3 schools. AIMS College Prep Middle School was initially established in 1996, celebrating its’ 25<sup>th</sup> Anniversary in June 2022. The AIMS K-12 College Prep Charter District was formed in 2006 with the expansion of schools, adding AIMS College Prep High School and American Indian Public Charter II, (K-8). The Charter is located in the city of Oakland in Alameda County.

AIMS K-12 College Prep 2023-2024 projects enrollment of 1222 students in 3 schools; One K-8, One Middle School (6-8) and One High School. AIMS K-12 currently employs 6 part-time and 121 full-time staff to serve our students.

**Governance**

The Charters are governed by a volunteer Board of Directors. There are five members of the board, each volunteering their term. The school board meets every other month on the third Tuesday. The Board of Directors are supported by a several other committees such as the Governance, Finance, Facility and LCAP Advisory Committees’ that also meet monthly. Charter operations are led by Superintendent Maya Woods-Cadiz.

**Enrollment**

In accordance to the Charter Agreement with Oakland Unified School District, AIMS K12 has nearly reached its full enrollment capacity. AIMS College Prep Middle School is capped at 250 students, American Indian Public Charter II (AIPCS II) 675, and AIMS College Prep High School at 450. The report below reflects enrollment numbers, the Average Daily Attendance (ADA) number and the Average Daily Attendance (ADA) percentages used in projecting the budgets.

These numbers have had an impact on the LCFE General Fund allocations however other State and Federal supports have been fundamental in maintaining AIMS K 12 standards. For the 2023-2024 1<sup>st</sup> Interim Budget enrollment numbers reflect a 3% reduction based on the actual attendance records. The greatest impact coming from the loss of enrollment at he High School. Average Daily Attendance (ADA) percentages have slightly increased offsetting the impact to the calculation of State funding.



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<b>2023-2024 Adoption Budget</b>	<b>AIMS MIDDLE</b>	<b>AIPCS II</b>	<b>AIMS HIGH</b>	<b>TOTAL</b>
<b>Enrollment</b>	210	630	425	1265.00
<b>Average Daily Attendance</b>	94%	95%	95%	
<b>Average Daily Enrollment</b>	197.4	598.5	403.75	1199.65

<b>2023-2024 1st INTERIM</b>	<b>AIMS MIDDLE</b>	<b>AIPCS II</b>	<b>AIMS HIGH</b>	<b>TOTAL</b>
<b>Enrollment</b>	212	639	371	1222.00
<b>Average Daily Attendance</b>	96%	96%	96%	
<b>Average Daily Enrollment</b>	202.67	613.44	354.31	1170.42

2023-2024 State Budget

**INTRODUCTION MAY REVISION — 2023-24**

*The May Revision includes total funding of \$127.2 billion for K-12 education (\$79.1 billion General Fund and \$48.1 billion other funds). Because available Proposition 98 resources have declined between the Governor’s Budget and the May Revision, the May Revision adjusts and repurposes prior one-time allocations to continue supporting and maintaining critical ongoing education investments. The May Revision repurposes modest portions of the funding previously provided to support the Arts, Music, and Instructional Materials Block Grant and the Learning Recovery Emergency Block Grant to support the Local Control Funding Formula. With these changes, the state is reasonably positioned to sustain the continued multi-year implementation of the California for All Kids plan—a whole child framework to close opportunity gaps by accelerating learning and investing in the educator workforce while providing universal access to early learning, before and after school care, comprehensive nutrition services, and increasing the number of community schools in high-needs communities. Further, the May Revision does not reflect a discretionary withdrawal from the Public-School System Stabilization Account.*

*The decrease in revenues projected for fiscal years 2021-22, 2022-23, and 2023-24 results in a corresponding decrease in resources for K-14 schools. Proposition 98 is estimated to be \$110.6 billion in 2021-22, \$106.8 billion in 2022-23, and \$106.8 billion in 2023-24, representing a three-year decrease in the minimum Guarantee of \$2 billion below the level estimated in the Governor’s Budget. These funding levels include property tax increases of \$15 million in 2021-22, \$767 million in 2022-23, and \$201 million in 2023-24.*

*What does the Governor’s May Revision mean for AIMS K-12?*



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1. State tax revenue is lower than projected and there is more risk than usual of the state's fiscal situation getting worse
2. 8.22% COLA to just about all programs, which is great news (and slightly higher than January's 8.13%)
3. But to do the above despite the state's worsening fiscal outlook, the governor proposed to cut the already-published Arts and Music Instructional Block Grant and Learning Recovery block grant amounts by roughly 25% and 32% respectively

**Budget**

AIMS K-12 College Prep fiscal year is from July 1 to June 30, as prescribed for all governmental agencies in the state. AIMS K-12 2023-2024 1<sup>st</sup> Interim Budget is projected as a \$24,285,298 a 2.9% decrease from the 2023-2024 Adoption Budget.

REVENUES	AIMS K-12 COLLEGE PREP			
	23-24 Adoption	23-24 1st Interim	Variance	%
<b>TOTALS</b>	\$ 25,007,532	\$ 24,285,798	\$ (721,734)	-2.89%

*\*LCFF: Local Control Funding Formula*

The General Fund (*LCFF + Other State Revenue*) is used to record the day-to-day operations of the charter. There are nine special purpose funds to capture the remaining budget.

- GENERAL PURPOSE: State Apportionments include the LCFF calculations based on Average Daily Attendance enrollment and percentages (ADA) and Other State Revenue: State Food Revenue, State Lottery and State Mandated Block Grant

**Special State Funds**

- ASES: Afterschool Program
- A-G Grants (for High School Only)
- Educator Effectiveness Block Grant (*Expired 22-23*)
- Art and Music Block Grant

**Local Funds**

- LOCAL FUNDS (Measure G1, Donations & Grants)
- Special Education Funding

**Federal**





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American Indian Model Schools receives direct funding\* of federal funds for at risk students:  
 \*Direct Funding: Federal allocation is directly provided to Charter. The funds do not “pass through” the Authorizing District (Oakland Unified School District). These funds are issued at a reimbursement rate; funds must be expended and applied for reimbursement quarterly.

- Title I, Part A Low Income at Risk
- Professional Development (Title II)
- English Learners (Title III)
- Title VI,

- NSLP/SSO: Funding to provide meals to those students qualifying for free or reduced lunches. *(SSO (Pandemic Support) annual plan expired June 30,2022)*
- Facilities Grant *(Expired June 2022)*
- CARES Act: ESSER Funding (1<sup>st</sup> and 2<sup>nd</sup> Round) *(Expired June 2022)*
- ESSER III (3 Year grant 21-22 thru 23-24)
- Expanded Learn Opportunity Plan *(Expired June 2022)*
- Expanded Learning Opportunity Plan -Para-professional *(Expired June 2022)*
- COVID response- In-Person Learning Grant *(Expired June 2022)*
- Extended Learning Opportunity Grant *(Expired June 2023)*
- Pre-K Grant (Planning) *(Revenue recognized in 21-22)*

## **Budget Benchmarks – Process timeline**

- AIMS K-12 2023-2024 Budget Adoption: June 15,2023
- State’s 2023-2024 June Budget Adoption: June 30,2023
- 45 Day Budget Revision (not required): Mid-August
- Unaudited Actuals (2022-23 Closing): September 01,2023
- First Interim (Realignment based on July – Oct 31 Activity): December 1, 2023**
- January Governors Release (Projections for 2024-2025): January 2024
- Second Interim (Realignment based on Nov 1, 2023– Jan 31, 2024)- March 1,2024
- Governors May Revise (Revision to Jan. Gov. Release): May 2024
- 2024-25 Budget Adoption – June 15, 2024

## **1<sup>st</sup> Interim Budget**

Adopted Budget is the plan of financial operation consisting of an estimate of proposed revenue and expenditures for the upcoming fiscal year. School district budgets are adopted based on estimates of State funding. Once the State adopts their budget, school district budgets are subsequently updated.

The 1st interim is the report of expenditures reported during the 1st quarter of the year.

## **Revenues**



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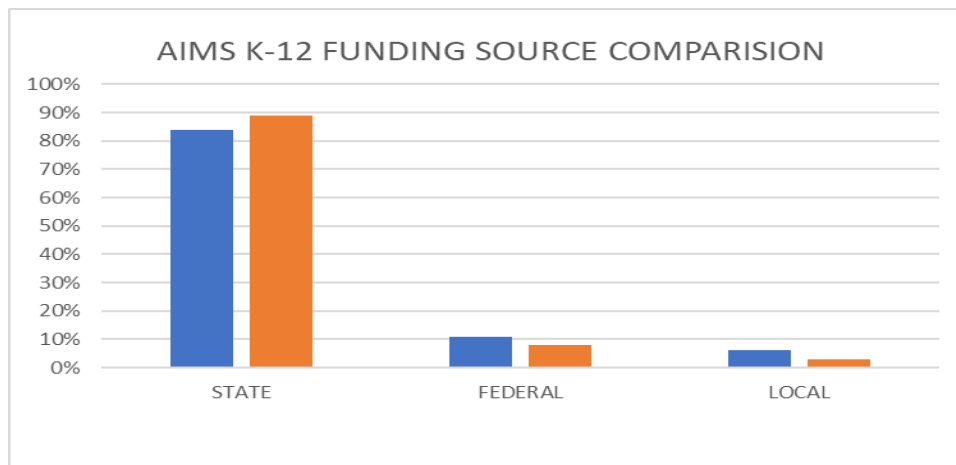
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AIMS K12 is primarily funded by State and Federal revenues. AIMS receives 87% of its revenue from State resources, 7% from Federal Resources and 6% of revenues are based on grants and/or local revenues. The demographic displays the change in the revenue sources, during the Adoption Budget AIMS K-12 received 84% of resources from State revenues, 11% from Federal Revenues and 6% from Local funds.



## EXPIRED PROGRAMS

### COVID RESPONSE FUNDING:

#### **SSO Grant:**

On September 17, 2020 AIMS K12 was approved to participate in the SSO Food program and will continue through the 2021-2022 fiscal year. This program was designed to ensure that students and families were provided with meals during the pandemic. The State funded program, reimburses full cost of meals AIMS K12 distributes to its students and surrounding community. The program differs from the NSLP program as it does not require the same level of record maintenance for reimbursement as this program tracks the meals distributed not the child it is distributed to. The language also allows AIMS to provide meals for any community member under the age of 18. The program allows for full reimbursement of cost.

**ESSER I:** ESSER funding was initially outlined in the 2020-21 Governor’s budget. The funds were provided to California through the Federal Coronavirus Aid Relief and Economic Security Act (CARES) and allocated in the Governor’s ESSER budget for schools. ESSER funds are available for expensing until 9/30/2022. These funds are meant to assist schools in preparing for



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distance or hybrid learning. AIMS approved the application for the ESSER funds during the August 18, 2020 Board Meeting. The total State budget is 1.65B of which AIMS K12 received \$304,843 in 2020-2021. These funds will be completely expended in the 2021-2022 school year.

**ESSER II:** California Department of Education has released the new allocations for the second round of ESSER funds in which AIMS K12 has received an additional \$1,260,266. The funds are available for use beginning 2020-2021 through the 2021-2022 school year. AIMS began to expense in the 2020-2021 fiscal year and the remaining funds are allocated in the current fiscal year. These funds will be fully expended by June 30, 2022.

### **IN-PERSON INSTRUCTION**

The In-Person Instruction grant provides funding to county offices of education (COE), school districts, charter schools and state special schools to assist with offering in-person instruction to the greatest extent possible during the 2020-21 school year; and to expand in-person instructional time and provide academic interventions and pupil supports to address barriers to learning, and accelerate progress to close learning gaps. The In-Person Instruction grant is allowable for use in the 2021-22 and will be fully expended by year end.

### **PRE-K GRANT (Planning Year)**

The California Pre-kindergarten Planning and Implementation Grant Program was established as a state initiative with the goal of expanding access to classroom-based prekindergarten program at LEAs and planning for the increased number of teachers needed to fully implement Universal Prekindergarten. American Indian Public Charter II (AIPCS II) was the only school within AIMS K-12 District to qualify for the funding. Funding was received in 2021-2022.

### **ROBERTO FAMILY TRUST DONATION**

In 2012 American Indian Public Charter (AIMS MIDDLE) and American Indian Public High School (AIMS HIGH) were named in the Roberto Family Trust each school was granted \$127,964. AIMS K-12 Board of trustees recognized these funds during 2020-2021 1<sup>st</sup> Interim. As of 2021-2022 1<sup>st</sup> Interim, the final paperwork for the release of funds have been submitted and anticipate receipt by the 2<sup>nd</sup> Interim.

### **EDUCATOR EFFECTIVENESS BLOCK GRANT**

Educator Effectiveness funds may be used to support the professional learning for certificated teachers, administrators, paraprofessional educators, and certificated staff. Coaching and mentoring of staff. Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social



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science, science, technology, engineering, mathematics, and computer science. Practices and strategies that reengage pupils and lead to accelerated learning. Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being. Practices to create a positive school climate. Strategies to improve inclusive practices. Instruction and education to support implementing effective language acquisition programs for English learners. Funding was received in 2021-2022.

### **EXTENDED LEARNING OPPORTUNITY GRANT (ELO)**

The Extended Learning Opportunity Grant provides funding charter schools to assist with implementing a recovery program, that at a minimum provides supplemental instruction and emotional well-being. ELO Grants shall be expended only for any of the following purposes: extending instructional learning time, accelerating progress to close learning gaps, integrated pupil supports, community learning hubs, supports for credit deficient pupils, additional academic services, and training for school staff. An additional requirement of the use of funds, is to allocate 10% of the LCFF portion of the grant to hire/rehire paraprofessionals to provide supplemental education. AIMS K-12 ELO Grant Plans were presented and approved by the Board of Trustees in May 2021 and submitted to the State and OUSD prior to the June 1, 2021 deadline. The ELO grant is allowable for use in the 2021-22 and will be fully expended by year end. These funds change distribution methods to federal reimbursement in 2021-2022, revenue is still available for reimbursement.

### **NEW PROGRAMS**

**ART & MUSIC INSTRUCTIONAL GRANT:** Funding for local educational agencies to obtain standards-aligned professional development and instructional materials in specified areas, improve school culture, develop diverse and culturally relevant book collections, and other specified uses.

### **CONTINUED PROGRAMS (*Revenue recognized in 2023-2024*)**

**ESSER III:** California Department of Education has released the new allocations for the third round of ESSER funds in which AIMS K12 has received an additional \$2,856,649. The funds are available for use beginning 2021-2022 through the 2023-2024 school year. AIMS has allocated these funds for the duration of the program, allocating 20% in 2021-22 and the remaining balance split between the 22-23 and the 23-24 fiscal years.



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**EXPANDED LEARNING OPPORTUNITY PROGRAM (ELOP)**

The intent of the Expanded Learning Opportunities (ELO) Program is to supplement and not supplant services provided under existing ASES and 21st CCLC Elementary/Middle School programs. However, there is shared understanding that LEAs will need to build capacity this first operational year. In addition, ASES, 21st CCLC Elementary/Middle School, and the ELO Program should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance.

**Revenues**

REVENUES	AIMS K-12 COLLEGE PREP			
	23-24 Adoption	23-24 1st Interim	Variance	%
LCFF SOURCES	\$ 17,064,002	\$ 16,496,536	\$ (567,466)	-3.3%
FEDERAL REVENUES	\$ 2,712,786	\$ 2,693,902	\$ (18,884)	-1%
OTHER STATE REVENUES	\$ 4,956,739	\$ 4,819,787	\$ (136,952)	-3%
LOCAL REVENUES	\$ 274,005	\$ 275,573	\$ 1,568	0.6%
<b>TOTALS</b>	<b>\$ 25,007,532</b>	<b>\$ 24,285,798</b>	<b>\$ (721,734)</b>	<b>-2.89%</b>

**LCFF SOURCES:**

**2023-24 1<sup>st</sup> Interim: Alignment of Revenue due to enrollment loss**

**FEDERAL REVENUES:**

**2023-24 1<sup>st</sup> Interim: Alignment of Revenue due to enrollment loss**

**OTHER STATE REVENUES:**

**2023-24 1<sup>st</sup> Interim: Alignment of Revenue due to enrollment loss**

**LOCAL REVENUES:**

**2023-24 1<sup>st</sup> Interim: Alignment of Local Revenue**

2023-2024 FCMAT 1<sup>st</sup> Interim Budget calculator was used to for the projection for the 1<sup>st</sup> Interim Budget. Below highlight the changes in summary and per school:



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REVENUES	AIMS MIDDLE			
	23-24 Adoption	23-24 1st Interim	Variance	%
LCFF SOURCES	\$ 2,489,249	\$ 2,553,149	\$ 63,900	2.57%
FEDERAL REVENUES	\$ 425,574	\$ 434,991	\$ 9,417	2.21%
OTHER STATE REVENUES	\$ 864,927	\$ 884,066	\$ 19,139	2.21%
LOCAL REVENUES	\$ 100,704	\$ 102,933	\$ 2,229	2.21%
<b>TOTALS</b>	<b>\$ 3,830,379</b>	<b>\$ 3,975,139</b>	<b>\$ 94,685</b>	

**LCFF SOURCES:**

**2023-24 1<sup>st</sup> Interim:** Increases based on increase enrollment

**FEDERAL REVENUES:**

**2023-24 1<sup>st</sup> Interim:** Increases based on increase enrollment

**OTHER STATE REVENUES:**

**2023-24 1<sup>st</sup> Interim:** Increases based on increase enrollment

**LOCAL REVENUES:**

**2023-24 1<sup>st</sup> Interim:** Increases based on increase enrollment

REVENUES	AIPCS II/ AIMS ELEMENTARY			
	23-24 Adoption	23-24 1st Interim	Variance	%
LCFF SOURCES	\$ 8,128,011	\$ 8,308,660	\$ 180,649	2.22%
FEDERAL REVENUES	\$ 1,959,566	\$ 1,972,102	\$ 12,536	0.64%
OTHER STATE REVENUES	\$ 2,713,500	\$ 2,729,197	\$ 15,697	0.58%
LOCAL REVENUES	\$ 167,290	\$ 167,378	\$ 88	0.05%
<b>TOTALS</b>	<b>\$ 12,851,441</b>	<b>\$ 13,177,337</b>	<b>\$ 208,970.00</b>	

**LCFF SOURCES:**

**2023-24 1<sup>st</sup> Interim:** Increases based on increase enrollment

**FEDERAL REVENUES:**

**2023-24 1<sup>st</sup> Interim:** Increases based on increase enrollment





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**OTHER STATE REVENUES:**

**2023-24 1<sup>st</sup> Interim:** Increases based on increase enrollment

**LOCAL REVENUES:**

**2023-24 1<sup>st</sup> Interim:** Increases based on increase enrollment

REVENUES	AIMS HIGH SCHOOL			
	23-24 Adoption	23-24 1st Interim	Variance	%
LCFF SOURCES	\$ 6,446,742	\$ 5,634,727	\$ (812,015)	-12.60%
FEDERAL REVENUES	\$ 327,646	\$ 286,809	\$ (40,837)	-12.46%
OTHER STATE REVENUES	\$ 1,378,312	\$ 1,206,524	\$ (171,788)	-12.46%
LOCAL REVENUES	\$ 6,011	\$ 5,262	\$ (749)	-12.46%
<b>TOTALS</b>	<b>\$ 8,158,710</b>	<b>\$ 7,133,322</b>	<b>\$ (1,025,389)</b>	

**LCFF SOURCES:**

**2023-24 1<sup>st</sup> Interim:** Realignment due to enrollment loss

**FEDERAL REVENUES:**

**2023-24 1<sup>st</sup> Interim:** Realignment due to enrollment loss

**OTHER STATE REVENUES:**

**2023-24 1<sup>st</sup> Interim:** Realignment due to enrollment loss

**LOCAL REVENUES:**

**2023-24 1<sup>st</sup> Interim:** Realignment due to enrollment loss

**Expenses**

AIMS K-12 College Prep 2023-24 1<sup>st</sup> Interim Budget reflects a 44% investment in Personnel expenses and 56% allocated to the operations of the organization. This investment composition decreased by 2% in personnel allocation due to the decrease in enrollment. The total expenses for the 2023-2024 AIMS K-12 college Prep District are projected at \$22,658,323.



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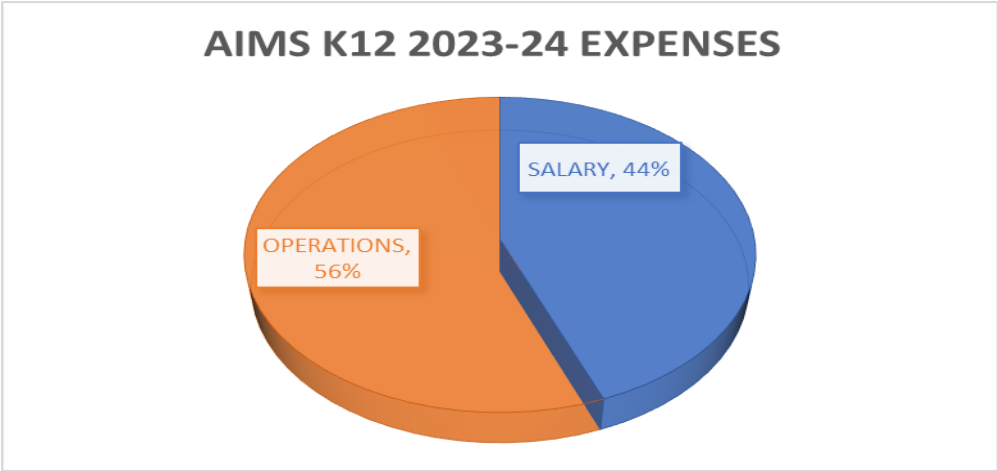
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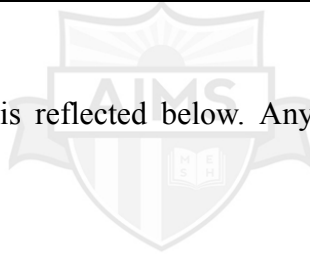
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EXPENSE CLASSIFICATIONS		AIMS K-12 COLLEGE PREP			NOTES
		23-24 Adoption	23-24 1st Interim	Variance	
1000	Certificated Salaries	\$ 6,651,610	\$ 6,476,340	\$ (175,270)	Realignment of AIMS Staffing Assumptions due to enrollment loss
2000	Classified Salaries	\$ 1,946,982	\$ 1,666,149	\$ (280,833)	Realignment of AIMS Staffing Assumptions due to enrollment loss
3000	Benefitis	\$ 2,576,679	\$ 1,820,928	\$ (755,751)	Realignment of AIMS Staffing Assumptions due to enrollment loss
4000	Books and Supplies	\$ 1,651,493	\$ 1,589,365	\$ (62,128)	Realignment of AIMS Program Assumptions due to enrollment loss
5000	Services and Other Operating Expenses	\$ 8,923,455	\$ 8,810,183	\$ (113,272)	Realignment of AIMS Program Assumptions due to enrollment loss
6000	Capital Outlay	\$ 328,351	\$ 328,351	\$ -	
7000	Other Outgoing	\$ 1,967,007	\$ 1,967,007	\$ -	
<b>Total Expenses</b>		<b>\$ 24,045,577</b>	<b>\$ 22,658,323</b>	<b>\$ (1,387,254)</b>	

Expense Allocation for each school is reflected below. Any changes to budget allocation are outlined as well.







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EXPENSE CLASSIFICATIONS		AIMS-MIDDLE			COMMENTS
		23-24 Adoption	23-24 1st Interim	Variance	
1000	Certificated Salaries	\$ 1,025,171	\$ 1,061,377	\$ 36,206.00	Realignment of AIMS Staffing Assumptions
2000	Classified Salaries	\$ 233,491	\$ 243,807	\$ 10,316.00	Realignment of AIMS Staffing Assumptions
3000	Benefits	\$ 368,887	\$ 376,011	\$ 7,124.00	Realignment of AIMS Staffing Assumptions
4000	Books and Supplies	\$ 192,980	\$ 197,250	\$ 4,270.00	Realignment of Program expense
5000	Services and Other Operating Expenses	\$ 1,490,849	\$ 1,525,012	\$ 34,163.00	Realignment of Program expense
6000	Capital Outlay	\$ 55,267	\$ 55,267	\$ -	
7000	Other Outgoing	\$ 370,290	\$ 370,290	\$ -	
<b>Total Expenses</b>		<b>\$ 3,727,276</b>	<b>\$ 3,829,014</b>	<b>\$ 92,079.00</b>	

EXPENSE CLASSIFICATIONS		AIPCS II			COMMENTS
		23-24 Adoption	23-24 1st Interim	Variance	
1000	Certificated Salaries	\$ 3,715,503	\$ 3,726,503	\$ 11,000	Realignment of AIMS Staffing Assumptions
2000	Classified Salaries	\$ 755,681	\$ 755,681	\$ -	
3000	Benefits	\$ 768,406	\$ 768,675	\$ 269	Realignment of AIMS Staffing Assumptions
4000	Books and Supplies	\$ 785,421	\$ 802,914	\$ 17,493	Realignment of AIMS Program Assumptions
5000	Services and Other Operating Expenses	\$ 4,494,245	\$ 4,558,737	\$ 64,492	Increase in Subs, Utilities and other operating services
6000	Capital Outlay	\$ 162,550	\$ 162,550	\$ -	
7000	Other Outgoing	\$ 1,092,764	\$ 1,092,764	\$ -	
<b>Total Expenses</b>		<b>\$ 12,407,930</b>	<b>\$ 11,867,824</b>	<b>\$ 93,254</b>	

EXPENSE CLASSIFICATIONS		AIMS HIGH			COMMENTS
		23-24 Adoption	23-24 1st Interim	Variance	
1000	Certificated Salaries	\$ 1,910,936	\$ 1,688,460	\$ (222,476)	Realignment of AIMS Staffing Assumptions due to enrollment loss
2000	Classified Salaries	\$ 957,810	\$ 666,661	\$ (291,149)	Realignment of AIMS Staffing Assumptions due to enrollment loss
3000	Benefits	\$ 828,256	\$ 676,242	\$ (152,014)	Realignment of AIMS Staffing Assumptions due to enrollment loss
4000	Books and Supplies	\$ 673,092	\$ 589,201	\$ (83,891)	Realignment of AIMS Program Assumptions due to enrollment loss
5000	Services and Other Operating Expenses	\$ 2,938,360	\$ 2,726,434	\$ (211,926)	Realignment of AIMS Program Assumptions due to enrollment loss
6000	Capital Outlay	\$ 110,534	\$ 110,534	\$ -	
7000	Other Outgoing	\$ 503,953	\$ 503,953	\$ -	
<b>Total Expenses</b>		<b>\$ 7,910,371</b>	<b>\$ 6,961,485</b>	<b>\$ (961,456)</b>	

**Salaries & Benefits**



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Salary compensation represents 44% of expenses across all AIMS K-12 College Prep Schools. AIMS offers a competitive compensation package for both certificated and classified staff. Employee Benefit expense at AIMS averages 23% across all schools. This can vary greatly due to two primary factors: Health and Welfare benefits and PERS. AIMS K-12 covers the employee portion of all AIMS employer-based Health and Welfare options that the employee participates in. Health and welfare benefits (medical/dental/vision insurance premiums), if requested by the employee, can vary due a number of factors, including an employee’s age and number of dependents. AIMS tracks and reports health and welfare benefits as precisely as possible, reflects as a variance in the percentage of benefits for employees at AIMS.

**AIMS MIDDLE**

Compensation for staff at AIMS College Prep Middle School, formerly known as American Indian Public Charter (AIPCS), is split between AIPCS and the middle school component of American Indian Public Charter School II (6-8). The expenses reflected are split by assignment and student Average Daily Attendance (ADA). All staff, with the exception of 5 teachers are split funded between AIMS Middle and AIPCS II.

**AIPCS II**

American Indian Public Charter II (AIPCS II) is a K – 8. The staff for the K – 5 components are fully funded at AIPCS II and the middle school component reflects the following Full Time Equivalent (FTE) split:

AIPCS	51%
<u>AIPCS II</u>	<u>49%</u>
	100%

**Books and Supplies**

Records expenditures for books and supplies, including any associated sales tax or use tax and freight and handling charges.

The category of Book and Supplies captures more than classroom textbooks and materials, it itemizes Non- Capitalized student equipment such as tables, chairs, computers and software.

**Services and Other Operating Expenses**

Record expenditures for services, rentals, leases, maintenance contracts, dues, travel, insurance, utilities, and legal and other operating expenditures. Expenditures may be authorized by contracts, agreements, purchase orders, and so forth.

**Capital Outlay**



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Capital Outlay records expenditures for land, buildings, books, and equipment, including leases with option to purchase. In accordance with the State guidelines for school finance, to capitalize an expense in the individual item must cost \$5000 or more.

**Other Outgo**

Other Outgo captures interest, debt service and transfers (payments) to other LEAs (Authorizer)

In 2021-2022 AIMS partnered with Oakland Unified School District to provide the Special Education services for their students. For the 2022-2023, AIMS K-12 began a partnership with the Eldorado Charter SELPA in the 2022-2023 school year. This required the staff and program to be built at the site level and reduced the cost to pay OUSD.

**Summary**

For the 2023-2024 1<sup>st</sup> Interim Budget, AIMS K-12 College Prep has projected \$24,285,798 in revenue and \$22,658,323 in expenses. This provides a \$1,627,475 surplus and represents a 10% contribution to be added to the Ending Fund Balance. Bringing the total Ending Fund Balance \$12,677,038 providing approximately 138.8 days of operation. The composition of those funds are as follows:



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REVENUES		AIMS K-12 COLLEGE PREP	
		23-24 1st INTERIM	
LCFF SOURCES		\$	16,496,536
FEDERAL REVENUES		\$	2,693,902
OTHER STATE REVENUES		\$	4,819,787
LOCAL REVENUES		\$	275,573
<b>TOTALS</b>		<b>\$</b>	<b>24,285,798</b>
EXPENSE CLASSIFICATIONS		23-24 1st INTERIM	
1000	Certificated Salaries	\$	6,476,340
2000	Classified Salaries	\$	1,666,149
3000	Benefits	\$	1,820,928
4000	Books and Supplies	\$	1,589,365
5000	Services and Other Operating	\$	8,810,183
6000	Capital Outlay	\$	328,351
7000	Other Outgoing	\$	1,967,007
<b>Total Expenses</b>		<b>\$</b>	<b>22,658,323</b>
<b>Surplus/Deficit</b>		<b>\$</b>	<b>1,627,475</b>
<b>As a % of LCFF Revenue</b>			<b>10%</b>
<b>Beginning Fund Balance</b>		<b>\$</b>	<b>12,667,038</b>
<b>Ending Fund Balance</b>		<b>\$</b>	<b>14,294,513</b>
<b>As a % of Expenditures</b>			<b>63%</b>
<b>Daily expenditure rate (Total Expenses/220 days)</b>		<b>\$</b>	<b>102,992.38</b>
<b>Days of Operation</b>			<b>138.79</b>

**Cash Flow Statement**

As of 1<sup>st</sup> Interim the cash flow represented is based on the October 31, 2023 closing date. As of October 31, 2023, AIMS K-12 College Prep maintained \$13,953,868.43 in cash



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**American Indian  
Statement of Cash Flows - Indirect Method**

Reporting Book:

ACCRUAL

As of Date:

10/31/2023

Location:

American Indian Model Schools-AIM

	Month Ending 07/31/2023	Month Ending 08/31/2023	Month Ending 09/30/2023	Month Ending 10/31/2023
	Actual	Actual	Actual	Actual
<b>Increase (Decrease) in Cash</b>				
Cash flows from operating activities				
Net Increase/(Decrease) in Net Assets	(1,067,428.38)	(545,714.50)	(463,717.25)	1,043,045.07
Accounts Receivable	4,258,164.31	9,465.33	16,062.54	112,861.21
Accounts Payable	371,084.59	(566,751.13)	51,677.15	(71,715.94)
Other Short Term Liabilities	(587.16)	3,830.91	6,311.65	(5,354.73)
Accrued Liabilities	(532,274.82)	(18,203.78)	24,440.28	(111,147.45)
Other Assets	(138,015.47)	30,889.73	46,716.70	63,705.36
Cash flows from operating activities	2,890,943.07	(1,086,483.44)	(318,508.93)	1,031,393.52
Cash flows from investing activities	32,306.56	32,316.09	32,330.05	0.00
Cash flows from financing activities	(23,547.27)	(22,238.13)	(21,356.09)	(18,856.00)
<b>Total Increase (Decrease) in Cash</b>	<b>2,899,702.36</b>	<b>(1,076,405.48)</b>	<b>(307,534.97)</b>	<b>1,012,537.52</b>
Cash, Beginning Period	12,438,106.52	15,337,808.88	14,261,403.40	13,953,868.43
Cash, End of Period	15,337,808.88	14,261,403.40	13,953,868.43	14,966,405.95



# Coversheet

## Bereavement Policy Update

**Section:** IV. Consent Calendar  
**Item:** A. Bereavement Policy Update  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Bereavement Policy Update for Board approval 112123.docx.pdf

# Cover Sheet

## AIMS Finance Committee Meeting

Item Name: Bereavement Policy Update

Purpose: to inform employees of changes to bereavement policy

Submitted By: Eric Haar

This is required by: CA Civil Rights Division

Cost: Negligible

## **Bereavement Leave**

In the event of a death in the immediate family of a regular AIMS employee, the employee shall, upon request, be granted time off with pay not to exceed three (3) work days. An employee may take up to five days of bereavement leave consecutively or intermittently. However, the leave must be completed within three months of the date of death of the family member.

- a. The employee shall provide proof of death (obituary notice, funeral notice, death certificate or other proof of death).
- b. If out-of-state travel is required, the employee shall provide proof of travel.
- c. Immediate family, for purposes of this provision, is defined as mother, father, grandmother, grandfather, grandchild of the employee or spouse of the employee, spouse, son, son-in-law, daughter, daughter-in-law, brother or sister.
- d. Bereavement Leave shall not be cumulative.

[CA Civil Rights Department Bereavement Policy Flyer](#)



# Coversheet

## AIMS HS Student Polos

**Section:** IV. Consent Calendar  
**Item:** B. AIMS HS Student Polos  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 22-23 AIMS\_HS\_Student\_Polos Board presentation.pdf



## AIMS Finance Committee Meeting Item Cover Letter

Item: Student Polo Shirts

Presented By: Maurice Williams

### Staff Recommendation:

It is recommended that AIMS approve the purchase of student polo shirts for student uniforms for the 2022-23 academic school year.

Committee Approval:



Finance Committee



Total Associated Cost: 29047.58

Included in Budget? Yes

Funding Source: General Funds - LCAP Goal 2.3

Over/Under Budget?

Under

Amount Over/Under Budget?

N/A

Included in LCAP? Yes



Which LCAP?

2022-23 LCAP Goal 2.3



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# INVOICE

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 AIMSCHOOLS 746 Grand Avenue  
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<b>Date</b>	02/03/23
<b>Number</b>	3025536
<b>Your P.O.</b>	AIMS - Uniform Polos
<b>Ship Date</b>	12/08/22 3025536
<b>Carrier</b>	
<b>Rep</b>	
<b>Terms</b>	Net 30 Days

Quantity	Unit	Item	Description	Unit Price	Extension
775		CUSTOM POLO	AIMS POLO - WHITE ST640 - XSM- 3XL 40 // 280 // 280 // 120 // 40 // 10 // 5	12.50	9687.50
775		CUSTOM POLO	AIMS POLO - NAVY ST550 - XSM-3XL 40 // 280 // 280 // 120 // 40 // 10 // 5	12.50	9687.50
87		CUSTOM POLO	AIMS POLO - RED ST640 - XS-3XL 10 // 20 // 20 // 20 // 10 // 5 // 2	12.50	1087.50
2413		PATCH	PATCH - AIMS HS	2.00	4826.00

**DELIVERED TO:** AIMS College Prep High School  
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<b>SUB TOTAL</b>	25288.50
<b>TAX</b>	2367.63
<b>SHIPPING</b>	1391.45
<b>TOTAL DUE</b>	29047.58
<b>BALANCE DUE</b>	29047.58

Thank you for your order! Please remit payment to the following address and make your check payable to:

Something Inked  
 1018 Elm Hill Pike  
 Nashville, TN 37210

## Goal 2

Goal #	Description
[Goal #2]	<b>Instruction, Development, and Support:</b> Provide high quality classroom instruction from appropriately credentialed teachers and staff, that promotes college and career readiness with academic interventions and professional development to eliminate barriers to student success.

An explanation of why the LEA has developed this goal.

Since the 2019-20 academic school year, AIMS HS has shifted towards a significant need in increasing teacher retention, by increasing the salary scale from 5-10 years, providing a \$5K per year renewable bonus for all teachers that remain the entire school year, AP performance bonuses, new evaluation processes, and various teacher awards and incentives. However, due to continued increased COVID related teacher vacancies, AIMS HS has increased the teacher retention bonus to \$7K per annum and has increased department chair stipends to \$3K per year. As part of our model, AIMS caters to the holistic needs of students by fully-funding all relevant and necessary instructional materials for students, school uniforms, and supplemental resources. Together, these two elements will help students, teachers, staff, and administrators thrive.

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Appropriately credentialed and assigned teachers	85% of teachers will be credentialed during the school year	47.6% of teachers were fully credentialed			100% of teachers are appropriately credentialed and assigned.
Teacher misassignment	15% of teacher misassignment	31% teacher misassignment (End of Year)			0% of teacher misassignment

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Student access to instructional materials and supplies	100% of students have access to board adopted materials and instructional supplies	100% of students have access to board adopted materials and instructional supplies			100% of students have access to board adopted materials and instructional supplies
Professional Development Attendance	At least 80% of the staff will attend professional development when it occurs	At least 92% of staff attended professional development			At least 90% of the staff will attend professional development when it occurs

## Actions

Action #	Title	Description	Total Funds	Contributing
2.1	Administrative Staff (LCFF)	The Head of School, Head of Division for Academics, and Academic Dean will run the day to day operations of AIMS College Prep High School (AIMS HS).	\$421,567	<b>[N]</b>
2.2	Teachers, Substitutes, and Teacher Incentives (LCFF, UR Lottery, EPA, FedSPED, State SPED)	Appropriately assigned, trained, and credentialed Teachers (including SPED and ELD) and will provide high quality instruction to all students using AIMS practices and data driven strategies. Substitute teachers will also provide temporary classroom coverage for absent teachers. AIMS HS will also provide teacher bonuses and incentives for Hard to Fill Positions, Math / Science teachers, AP performance bonuses, and CAASPP student performances.	\$1,923,530	<b>[Y]</b>
2.3	School Supplies, Uniforms, and Instructional Materials (LCFF, One Time Grant, Title I, ESSER III)	The school will provide all necessary resources and components to support student learning, including school supplies, COVID masks, uniforms, jackets, science lab, and other instructional materials.	\$177,105	<b>[N]</b>
2.4	Professional Development and Coaching (LCFF, Title II, EEBG, ESSER III)	Ongoing professional development and learning opportunities and resources for teachers will enhance their skills to improve student outcomes. In addition, Integrated and Designated ELD PD will support	\$122,754	<b>[Y]</b>

# Coversheet

## AIMS College Preparatory Elementary School - Professional Development

**Section:** IV. Consent Calendar  
**Item:** C. AIMS College Preparatory Elementary School - Professional Development  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** AIMS College Preparatory Elementary School - Professional Development.pdf



**Date:** 11/7/2023  
**Valid Until:** 9/10/2023  
**Bill Id #:** 10370432  
**Username:** axiavang1

**Ship To:**

Axia Vang  
 Aims College Preparatory Elementary School  
 171 12th Street  
 Oakland, California 94607  
 5102201730  
 axia.vang@aimsk12.org

**Bill To:**

Axia Vang  
 Aims College Preparatory Elementary School  
 171 12th Street  
 Oakland, California 94607  
 5102201730  
 axia.vang@aimsk12.org

Products	Type	License Terms	List Price	Final Cost
Professional Development - Webinar	Training	1 session	\$500.00	\$500.00

				Final Cost
			<b>Sales Tax:</b>	\$0.00
			<b>YOUR TOTAL COST:</b>	\$500.00

(\*) Taxes (if applicable) to be calculated at time of purchase. All prices are in U.S. dollars.

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Page 2 of 2



# Coversheet

## 2023-24 Sports Budget Final 102523

**Section:** IV. Consent Calendar  
**Item:** D. 2023-24 Sports Budget Final 102523  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023 24 Sports Budget final 102523.xlsx - Google Sheets.pdf

140 AIMS K12 SPORTS BUDGET

<b>TOTAL REVENUE</b>	\$	<b>234,300.00</b>
<b>PERSONELL</b>	\$	<b>85,596.50</b>
<b>NON SALARY EXPENSE</b>	\$	<b>147,645.00</b>
<b>BALANCE</b>	\$	<b>1,058.50</b>

Athletic Director	Middle	70		
Assistant Athletic Director	High	120		
Coach		190	\$ 128.00	\$ 24,320.00
Assistant Coach				

UPC	obj	loc	res	prog	Full Name	Position	SPORT ASSIGNMENT	Department	Season	Total Comp	Cost / Stipend Rate	OASDI	MEDICARE	WORKERS COMP	TOTAL BENEFITS
ATHED0001	2200	10	0	140	Vacancy	Student Activities Coordinator	Portion of Salary Funded Here	Athletic		\$37,926.83	\$35,004	\$2,170.25	\$507.56	\$245.03	\$ 2,922.83
ATHED0001	2200	10	0	140	Wooten, Mikael	Athletic Director	High School	Athletic	All Year	\$13,002.00	\$12,000	\$744.00	\$174.00	\$84.00	\$ 1,062.00
ATHED0002	2200	10	0	140	Hampton, Andrew	Athletic Director	Middle School	Athletic	All Year	\$13,002.00	\$12,000	\$744.00	\$174.00	\$84.00	\$ 1,062.00
AADR0001	2200	10	0	140	Brenda Nixon	Assistant Athletic Director	High School	Athletic	All Year	\$6,501.00	\$6,000	\$372.00	\$87.00	\$42.00	\$ 501.00
COACH0001	2200	10	0	140	Vacancy	Coach	Cross Country	Athletic	Fall	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0002	2200	10	0	140	Sunny Diaz	Coach	Volleyball (Girl: High School)	Athletic	Fall	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0003	2200	10	0	140	Vacancy	Coach	Soccer (Boys: High School)	Athletic	Fall	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0004	2200	10	0	140	Vacancy	Coach	Flag Football (Middle)	Athletic	Fall	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0005	2200	10	0	140	Tanya Nelson	Coach	Volleyball (Girl: Middle)	Athletic	Fall	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
ASCO0001	2200	10	0	140	Mikel Hardy	Assist Coach	Basketball (Girl: High School)	Athletic	Winter	\$2,167.00	\$2,000	\$124.00	\$29.00	\$14.00	\$ 167.00
COACH0006	2200	10	0	140	Jose Kabeer	Coach	Basketball (Girl: High School)	Athletic	Winter	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0007	2200	10	0	140	Vacancy	Coach	Basketball (Boy: Middle School)	Athletic	Winter	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0008	2200	10	0	140	Vacancy	Coach	Basketball (Girl: Middle School)	Athletic	Winter	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0009	2200	10	0	140	Vacancy	Coach	Soccer (Boy: Middle)	Athletic	Winter	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0010	2200	10	0	140	Vacancy	Coach	Soccer (Girl: Middle)	Athletic	Winter	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0011	2200	10	0	140	Vacancy	Coach	Volleyball (Boy: High)	Athletic	Winter	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0012	2200	10	0	140	Vacancy	Coach	Soccer (Girl: High)	Athletic	Winter	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0013	2200	10	0	140	Taylor Noel	Coach	Cheerleader (High)	Athletic	Winter	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0014	2200	10	0	140	Curtis Webster	Coach	Basketball (Boy: High)	Athletic	Winter	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
COACH0015	2200	10	0	140	Vacancy	Coach	Volleyball (Boys: Middle)	Athletic	Spring	\$3,250.50	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
ASCO0002	2200	10	0	140	Vacancy	Assist Coach	Basketball (Boy: High)	Athletic	Winter	\$2,167.00	\$3,000	\$186.00	\$43.50	\$21.00	\$ 250.50
Will get school credits	2900	10	0	140	Vacancy	Student Sports Interns	Communications & Marketing	Athletic	Winter	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$ -
Will get school credits	2900	10	0	140	Vacancy	Student Sports Interns	Communications & Marketing	Athletic	Winter	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$ -
		10	0	140	Vacancy			Athletic	Winter	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$ -
		10	0	140	Vacancy			Athletic	Winter	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$ -
		10	0	140	Vacancy			Athletic	Winter	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$ -
						<b>TOTAL COMPENSATION</b>				<b>\$85,596.50</b>	<b>\$80,000.00</b>	<b>\$4,960.00</b>	<b>\$1,160.00</b>	<b>\$560.00</b>	<b>\$6,680.00</b>

NON SALARY PROGRAM

	4342	10	140	0		Certificates of Insurance				\$ 8,000					
	4342	10	140	0		BACSAC Entry Fee				\$ 3,200					
	4342	10	140	0		CIF Student Fees (\$1 Per Student)				\$ 445					
	4342	10	140	0		HS Entry Fees (Cross Country)				\$ 750					
	4342	10	140	0		HS Entry Fees (Badminton)				\$ 750					
	4342	10	140	0		HS Entry Fees (E-Sports)				\$ 2,250					
	4342	10	140	0		HS Entry Fees (Track and Field)				\$ 750					
	4342	10	140	0		HS Entry Fees (Boys Soccer)				\$ 3,200					
	4342	10	140	0		HS Entry Fees (Girls Soccer)				\$ 3,200					
	4342	10	140	0		HS Entry Fees (Boys Volleyball)				\$ 2,900					
	4342	10	140	0		HS Entry Fees (Girls Volleyball)				\$ 2,900					
	4342	10	140	0		HS Entry Fees (Boys Basketball)				\$ 2,700					
	4342	10	140	0		HS Entry Fees (Girls Basketball)				\$ 2,700					
	4342	10	140	0		HS Facility Rentals				\$ 20,000					
	4342	10	140	0		HS Tournaments / Invitationals				\$ 5,000					
	4342	10	140	0		HS Overnight Lodging				\$ 6,000					
	4342	10	140	0		HS Transportation / Gas				\$ 5,000					
	4342	10	140	0		HS Sports Meals				\$ 3,000					
	4342	10	140	0		Sports Uniforms / Equipment				\$ 15,000					
	4342	10	140	0		HS End of Year Sports Banquet				\$ 6,000					
	4342	10	140	0		HS Website / Marketing / Promotions				\$ 500					
	4342	10	140	0		HS Hudl Video Recording / Livestreaming / Statistics Package*				\$ 8,000					
	4342	10	140	0		MS Coaches Certifications				\$ 1,000					
	4342	10	140	0		MS Entry Fees (Flag Football)				\$ 800					
	4342	10	140	0		MS Entry Fees (Tennis)				\$ 900					
	4342	10	140	0		MS Entry Fees (Boys Soccer)				\$ 900					
	4342	10	140	0		MS Entry Fees (Girls Soccer)				\$ 900					
	4342	10	140	0		MS Entry Fees (Boys Volleyball)				\$ 500					
	4342	10	140	0		MS Entry Fees (Girls Volleyball)				\$ 500					
	4342	10	140	0		MS Entry Fees (Boys Basketball)				\$ 800					
	4342	10	140	0		MS Entry Fees (Girls Basketball)				\$ 800					
	4342	10	140	0		MS Entry Fees (Cheer)				\$ 300					
	4342	10	140	0		MS Uniforms				\$ 10,000					
	4342	10	140	0		MS Equipment				\$ 5,000					
	4342	10	140	0		MS Facility Rental				\$ 10,000					
	4342	10	140	0		MS Snacks				\$ 2,000					
	4342	10	140	0		MS Transportation/Gas				\$ 3,000					
	4342	10	140	0		Team Building Activities				\$ 3,000					
	4342	10	140	0		MS Awards Banquet (2)				\$ 5,000					
						<b>TOTAL NON SALARY PROGRAM</b>				<b>\$147,645</b>					

# Coversheet

## BACR Hourly Increase Proposal

**Section:** IV. Consent Calendar  
**Item:** E. BACR Hourly Increase Proposal  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** BACR Hourly Increase Proposal.pdf

# BACR Hourly Increase Proposal

# AIMS MS/AIPCS II Hourly Increase Proposal

<b>AIMS I</b>	
4 Existing Instructors - \$3/hr x 22 hrs/wk x 38 weeks	\$10,032.00
2 New Instructors - \$23/hr x 22 hrs/wk x 30 weeks	\$30,360.00
<b>AIMS II</b>	
4 Existing Instructors - \$3/hr x 22 hrs/wk x 38 weeks	\$10,032.00
2 New Instructors - \$23/hr x 22 hrs/wk x 30 weeks	\$30,360.00
<b>Total</b>	<b>\$80,784.00</b>
<b>Fringe</b>	<b>\$20,196.00</b>
<b>Total</b>	<b>\$100,980.00</b>
AIMS I Subcontractors	10,000
AIMS I Subcontractors	10,000
<b>Contrators Total</b>	<b>20,000</b>
<b>Total</b>	<b>\$140,980.00</b>
<b>Admin</b>	<b>\$21,147.00</b>
<b>Grand Total</b>	<b>\$162,127.00</b>

# ELOP In Kind Contribution

Last year AIMS MS, and AIPCS II did not use all of the ASES funds. The ASES grant is an 18-month grant so we can use money that was not used last year and report it for Q5 and Q6. BACR sent us a budget proposal to increase the hourly rate for the staff and be more competitive with what other schools are offering in the area. We could use the leftover funds from last year and then make up the difference with ELOP funds which is an allowable expense. We need to increase our attendance otherwise the grants will be reduced. We also need to offer ELOP services otherwise we are losing money for every day we do not provide services.

From CDE:

## Allowable Uses

1. [Can the ELO Program funding be used for the local match for After School Education and Safety \(ASES\) funds?](#)  
Yes. The ELO Program funding can be used for the local match for ASES, as it is the intent that ASES, 21st CCLC Elementary/Middle School, and the ELO Program funding be considered a single comprehensive program. The expectation is that a substantial number of new pupils will be provided access beyond the ASES enrollment, in accordance with ELO Program requirements.

# AIMS MS

AIMS MS - Grant Amount - \$203,279.36

AIMS MS - 161,176.85

AIMS MS Remaining Funds - \$42,102.51

BACR Proposal for an hourly rate increase: \$81,063.5

**ELOP in kind: \$38,960.99**

# AIPCS II

AIPCS II - Grant Amount - \$203,279.36

AIPCS II - \$133,204.64

AIPCS II Remaining Funds - \$70,074.72

BACR Proposal for an hourly rate increase: \$81,063.5

**ELOP in kind: \$10,988.78**



# Coversheet

## TSA Duties - Amendment to 2023-24 Employment Contract

**Section:** IV. Consent Calendar  
**Item:** F. TSA Duties - Amendment to 2023-24 Employment Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** TSA Duties- Amendment to 2023-24 Employment Contract.pdf



## AIMS Finance Committee Meeting Item Cover Letter

Item: TSA Duties- Amendment to 2023-24 Employment Contract

Presented By: Deborah Woods

Staff Recommendation: Staff recommends that the board approves the amendment to the 2023-24 Employment Contract for Tanya Nelson to include Teacher on Special Assignment duties.

Committee Approval:

Total Associated Cost: 11,000

Included in Budget? YES

Funding Source:

Over/Under Budget? Amount Over/Under Budget?

Included in LCAP? Yes

Which LCAP?  
2023-24

## Amendment to the 2023-2024 Employment Contract

This Contract Amendment Agreement (“Amendment”) is entered into by and between American Indian Model Schools, located at 171 12th street Oakland, CA 94607, (“AIMS”) and **Tanya Nelson** concerning additional duties beyond the existing contract.

WHEREAS, the Parties entered into an employment agreement for the 2023-2024 school year (“Employment Agreement”);

WHEREAS, Employee agrees to perform additional duties beyond the scope of their Employment Agreement;

It is hereby agreed that Employee’s Employment Contract shall be amended as follows:

1. Employee agrees to perform any and all additional duties as required by AIMS, including but not limited to:

### Teacher on Special Assignment (TSA) Duties

- Curriculum Development and Alignment: Work closely with district curriculum coordinators and administrators to develop, revise, and align curriculum materials with educational standards and best practices. Create unit plans, lesson resources, and assessments that reflect current educational trends and research.
- Professional Development: Facilitate workshops, and training sessions for teachers and staff to enhance their instructional skills and knowledge. Stay updated on the latest pedagogical strategies, technology tools, and teaching techniques and share this information with their colleagues.
- Data Analysis: Analyze student performance data and assessment results to identify trends, areas for improvement, and instructional interventions. Collaborate with teachers to develop strategies that address student needs and enhance overall achievement.
- Instructional Coaching: Provide one-on-one or group coaching to SpEd instructional aides, offering feedback, guidance, and support to improve instructional practices. Model effective teaching methods, provide resources, and help instructional aides implement new strategies in classrooms.
- Collaboration: Collaborate with other educators, administrators, and stakeholders to align goals, share best practices, and promote a cohesive educational environment within the school or district.
- Assessment and Evaluation: Play a role in developing and refining assessment strategies to measure student progress and SpEd instructional aide effectiveness. Assist in designing formative and summative assessments and interpreting their results.
- IEP evaluation participant conducting new testing and/or data collection and submitting a summary of finding report, review existing data and sharing this information at IEP team meetings.

- Leadership and Advocacy: Take on leadership roles within the school or district, advocating for educational improvements, participating in committees, and contributing to decision-making processes.
  - Other responsibilities assigned by direct supervisor
- 
2. These additional duties are beyond the scope of the Employee’s existing Employment Agreement and may be performed before or after regular school hours;
  3. In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide the Employee a stipend of \$1,000 per month, totaling \$11,000 for the 2023-24 school year.
  4. Payment of Stipend shall be conditioned on Employee submitting weekly timesheets which reflect the additional duties performed.
  5. All other terms and conditions of the Employment Agreement remain in effect, except that if a conflict exists between the Employment Agreement and this Amendment, this Amendment shall control.
  6. Stipend shall only be paid for services performed pursuant to this Amendment; absent a written Amendment, no Stipend shall be paid.
  7. This Agreement shall become effective only upon approval by AIMS’ Governing Board.

It is so agreed.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

# Coversheet

## Job Descriptions for Approval

**Section:** IV. Consent Calendar  
**Item:** G. Job Descriptions for Approval  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** AIMS Assistant Athletic Director JD.docx - Google Docs.pdf  
AIMS Assistant Coach JD.docx - Google Docs.pdf  
AIMS Athletic Director JD.docx - Google Docs.pdf  
Athletic Coach (1).docx.pdf  
Child Nutrition Coordinator (1) (3).docx.pdf  
Employee Relations Coordinator JD FV.docx.pdf  
Food Service Clerk (Pending Board Approval) (1).docx.pdf  
Teacher Induion Coach.pdf  
Teacher Intern Mentor.pdf



# AIMS K-12 College Prep Charter District

**Title: Assistant Athletic Director**

**Category: Classified**

**Work Year: School Year**

**Employment Type: Part Time**

**Stipend: \$6,000**

**Supervisor: Athletic Director**

**JOB GOALS:** The Assistant Athletic Director at AIMS K-12 College Prep supports the overall management and operation of the athletic department, assisting the Athletic Director in various duties including but not limited to administrative and organizational tasks.

**REPRESENTATIVE DUTIES:** The role of Assistant Athletic Director is essential in ensuring the smooth operation of the AIMS K-12 College Prep athletic department, supporting the Athletic Director in various administrative and organizational tasks. The Assistant Athletic Director is a crucial administrative position within the AIMS K-12 athletic program. They support the overall management and operation of the athletic department, assisting the Athletic Director in various tasks.

**ESSENTIAL JOB DUTIES:**

- Assist the Athletic Director in planning, organizing, and implementing athletic programs and events.
- Collaborate on budget management, fundraising, and financial planning for the department.
- Maintain communication with the Head Coach.
- Ensure that the athletic department operates in compliance with relevant rules and regulations, including those from governing bodies.
- Maintain accurate records of student-athlete eligibility and required documentation.
- Help plan, schedule, and oversee athletic events, including games, tournaments, and competitions.
- Coordinate logistics, such as facility scheduling.
- Oversee the maintenance and scheduling of athletic facilities, ensuring they meet safety and operational standards.
- Assist in monitoring and supporting the academic progress and well-being of student-athletes.
- Promote a positive and inclusive team culture, emphasizing sportsmanship and character development.
- Contribute to the marketing and promotion of athletic programs to increase visibility and fan engagement.
- Collaborate on advertising, social media, and public relations efforts.
- Assist in fundraising efforts, including donor relations, sponsorships, and grant applications.
- Contribute to the development of long-term fundraising strategies.

- Supervise and provide support to coaching and support staff, as delegated by the Athletic Director.
- Participate in hiring, training, and evaluations.

#### **QUALIFICATIONS:**

- Minimum 1-2 years of relevant professional work experience preferred
- Athletic Coaching experience preferred
- Events management experience a plus
- Experience managing, training, and leading groups of students
- Experience with managing contracts with outside vendors/partners
- California Drivers License
- Experience in working with K-12 students
- Fingerprinting and TB requirements

#### **Certification Requirements:**

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

#### **KNOWLEDGE AND ABILITIES:**

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet the driving and transportation requirements.
- Ability to adapt and align on school-related initiatives
- Ability to meet deadlines on a tight schedule
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently
- PowerSchool, Canvas, Blackboard, Google Drive, and Calendar,etc. if applicable)
- Professional orientation – appearance, communication, organization, and attitude

#### **PHYSICAL ACTIVITY REQUIREMENTS:**

##### **Minimum Work Position (Percentage of Time):**

Standing: 20 Walking: 75 Sitting: 5

##### **Minimum Body Movement (Frequency): 4**

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

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

**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: Pending October 2023 Board Approval**





# AIMS K-12 College Prep Charter District

**Title: Assistant Athletic Coach**

**Category: Classified**

**Work Year: School Year**

**Employment Type: Part Time**

**Stipend: \$2000**

**Supervisor: Athletic Director**

**JOB GOALS:** The Assistant Athletic Coach believes in, and is passionate about the mission and commitments of AIMS High School and exhibits this through their leadership, reflection, execution of school culture, and collaboration to ensure the success of our student-athletes. The Assistant Athletic Coach is responsible for helping in the design and implementation of the assigned team. They will be responsible for following the guidance of the Head Coach in teaching student-athletes competitive techniques to prepare them for events and competitions.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## ESSENTIAL JOB DUTIES:

- Plan, organize, and direct the particular and assigned team.
- Instruct and demonstrate skill sets and techniques necessary for individual and team development.
- Ensure that team rules and regulations regarding conduct and eligibility of the athletes are clearly communicated and followed.
- Help plan, organize, advertise, and conduct tryouts for the particular sports program; inform the Athletic Department and participants of final selections. Maintain the integrity of the selection process.
- Consult with the Athletic Director and Head Coach regarding any off-season training programs including scheduling dates for summer camps/practices, uniform fitting, pre-post tryout informational parent meetings.
- Create a safe environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Supervise athletes at all times during practices, transport to games, games and until athletes have been picked up by guardians, or make arrangements to ride public transportation.
- Model good sportsmanship behavior and maintain appropriate conduct towards the opposing team, fans, parents, officials, spectators and community.
- Must be eligible to transport student-athletes to and from all contests

## Training and Safety

- Obtain/maintain required NFHS and First Aid/CPR certifications required by the BACSAC and CIF
- Complete required safety training for basic first aid and injury prevention available through SafeSchools and NFHS Learn, including, but not limited to:
  - Annually - mandated reporter, bloodborne pathogens, concussion in sports, sudden cardiac arrest, heat illness prevention <https://www.nfhslearn.com/>
  - Every Two Years - CPR and First Aid: <https://www.cprcertified.com/>
  - At time of hire - Fundamentals of Coaching or certificate of completion in a previous sports season
- Attend seasonal informational meeting regarding your sport
- Enforce all academic requirements set forth by CIF, BACSAC, and OAL

## QUALIFICATIONS:

- Athletic Coaching experience preferred
- Experience managing, training, and leading groups of students
- California Drivers License
- Experience in working with K-12 students
- Fingerprinting and TB requirements

## KNOWLEDGE AND ABILITIES:

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet the driving and transportation requirements.
- Ability to adapt and align on school-related initiatives.
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently

## PHYSICAL ACTIVITY REQUIREMENTS:

### **Minimum Work Position (Percentage of Time):**

Standing: 20 Walking: 75 Sitting: 5

### **Minimum Body Movement (Frequency): 4**

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

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

**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: Pending October 2023 Board Approval**



# AIMS K-12 College Prep Charter District

**Title: Athletic Director**

**Category: Classified**

**Work Year: School Year**

**Employment Type: Part Time**

**Stipend: \$12,000**

**Supervisor: Director of Schools or Designee**

**JOB GOALS:** The Athletic Director at AIMS K-12 College Prep, under the direction of the Director of Schools, oversees the overall success of the athletic programs, ensuring that they operate efficiently, comply with rules and regulations, and provide a positive experience for student-athletes. The Athletic Director's role involves managing sports teams, athletic facilities, compliance, budgeting, and more. Additionally, the Athletic Director will support the overarching goal to increase sports participation across socioeconomic and gender demographics.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## ESSENTIAL JOB DUTIES:

- Manage the athletic programs at one or more high schools, including hiring and firing coaches, as well as advising them on academics and coaching strategies
- Ensure that student athletes are receiving adequate training and opportunities
- Ensure that all students, coaches, and parents are following school policies
- Create and maintain a positive image for the school and athletic programs within the community
- Initiate and manage budgetary process for recruiting, training, and supplying coaches and staff
- Schedule, develop, and oversee practices and game schedules
- Provides and explain team practice, game rules and specific team policies
- Adhere and maintain compliance of all offered sport programs
- Negotiate contracts with local vendors for uniforms, equipment, and supplies
- Research, recommend, and implement Safety Awareness, Health and Safety, and Title IX programs for athletes and teams
- Maintain records of athletic participation and attendance
- Develop and track safety program compliance
- Oversee compliance with institutional policies and state laws
- Maintain accurate records of coaching staff
- Coordinate the collection of rosters for program information as needed

- Maintains communication with Head Coaches
- Overview scheduling of league or sport team practices
- Organize promotional events
- Establish positive relationships with parents, students, coaches and other staff
- Attend BACSAC Conference athletic director meetings (4 per year)
- Attend all sporting events scheduled
- Develop and maintain positive relationships with area athletic directors
- Schedule facilities usage for each individual sports team
- Submit student athlete physicals to district prior to participation
- Support coaching staff with outreach and recruitment of students
- Track student academic progress and ensure student athletes maintain eligibility for participation
- Maintain and oversee equipment inventory and uniforms.
- Building community relations and handling media inquiries.
- Developing and implementing processes and procedures for the athletics department to ensure the school remains compliant with athletic rules and regulations.
- Ensuring both boys' and girls' sports teams receive the same amount of attention and dedication.

**QUALIFICATIONS:**

- Minimum 1-2 years of relevant professional work experience preferred
- Athletic Coaching experience preferred
- Events management experience a plus
- Experience managing, training, and leading groups of students
- Experience with managing contracts with outside vendors/partners
- California Drivers License
- Experience in working with K-12 students
- Fingerprinting and TB requirements

**Certification Requirements:**

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

**KNOWLEDGE AND ABILITIES:**

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet the driving and transportation requirements.
- Ability to adapt and align on school-related initiatives
- Ability to meet deadlines on a tight schedule
- Manage a high volume of paperwork effectively
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently

- Ensure effective positive training, support and supervision of all coaches
- PowerSchool, Canvas, Blackboard, Google Drive, and Calendar,etc. if applicable)
- Professional orientation – appearance, communication, organization, and attitude

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 20 Walking: 75 Sitting: 5

**Minimum Body Movement (Frequency): 4**

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

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

**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: Pending October 2023 Board Approval**



# AIMS K-12 College Prep Charter District

**Title: Athletic Coach**

**Category: Classified**

**Work Year: Seasonal**

**Employment Type: Part Time**

**Stipend: \$3250**

**Supervisor: Athletic Director**

**JOB GOALS:** The Athletic Coach at AIMS K-12 College Prep, under the direction of the Director of Schools or Athletic Director, is to lead, coordinate, and support all student activities, including and not exclusive of sports, interest clubs, student government, Pep rallies, dances and spirit weeks, etc.. One of the expectations within the AIMS K-12 College Prep Charter District community is that students give back - both externally and internally. The Student Activities Coordinator is important in helping students fulfill this expectation. (Please add here)

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## ESSENTIAL JOB DUTIES:

- Works with the head coach of each sport and school site administrator to establish a pre-contest checklist to ensure the proper location of necessary equipment and supplies and proper field and/or facility preparation.
- Works with each head coach and the school site administrator to establish specifications for supplies, equipment, and services.
- Coordinates the use of facilities used by the athletic teams.
- Maintain a report of student athlete's attendance on game days
- Provides copies of all game schedules when needed.
- Emphasizes the positive aspects of athletics and encourages participation in athletics on campus.
- Performs other duties as assigned by the School Site Administrator and Athletic Director.
- Attends all required coaches meetings.
- Collecting all uniforms and equipment.
- Teaching the skills, rules and attitudes necessary for successful competition.
- Supervise students at all times from the time practice or the activity starts until the designated activity ends
- Be responsible for the conduct of student-athletes and other involved students at all times (practices, games, bus rides, other schools, etc.)
  
- Equal treatment of male and female student-athletes (Title IX).
  
- Schedules team practices
- Supervise athletes at all times during practices, transport to games, games and until athletes have been picked up by guardians, or make arrangements to ride public transportation. .

- Help arrange transportation as needed for all away contests
- In collaboration with the Head Coach plan, organize, advertise logistics for the season:
- Conduct tryouts for the particular sports program; inform the Athletic Department and participants of final selections. Maintain the integrity of the selection process.
- Help ensure the proper completion of physical examinations and all forms relating to examinations and emergency medical authorization before a student participates in any tryout, practice, scrimmage, or game
- Help plan a Senior Night at the last home contest of each year
- Assists the Athletic Director in the planning of suitable team events such as awards ceremonies and banquets.
- Consult with the Athletic Director regarding any off-season training programs, including scheduling dates for summer camps/practices, uniform fitting, pre and post tryout informational parent meetings.
- Be responsible for the security of all facilities used by the team and coaching staff when custodians are not on duty
- Perform any other duties or responsibilities related to the coaching position as needed or directed by the Principal and/or Athletic Director

#### **QUALIFICATIONS:**

- Minimum 1-2 years of relevant professional work experience preferred
- Athletic Coaching experience preferred
- Events management experience a plus
- Experience managing, training, and leading groups of students
- Experience with managing contracts with outside vendors/partners
- California Drivers License
- Experience in working with K-12 students
- Fingerprinting and TB requirements

#### **Certification Requirements:**

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

#### **KNOWLEDGE AND ABILITIES:**

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet the driving and transportation requirements.
- Ability to adapt and align on school-related initiatives
- Ability to meet deadlines on a tight schedule
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently



- PowerSchool, Canvas, Blackboard, Google Drive, and Calendar, etc. if applicable)
- Professional orientation – appearance, communication, organization, and attitude

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 20 Walking: 75 Sitting: 5

**Minimum Body Movement (Frequency): 4**

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

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

**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: Pending October 2023 Board Approval**



# AIMS K-12 College Prep Charter District

**Title:** Child Nutrition Coordinator

**Category:** Classified

**Work Year:** 12 Months

**Employment Type:** Full-time

**Starting Range:** \$67,915.75 - \$77,654.19

**FLSA:** Exempt

**Supervisor:** Director of Reporting and Compliance

**JOB GOALS:** Under the direction of the Director of Program Compliance or assigned designee, plan, coordinate and direct the district's food and nutrition services program, assuring cost effectiveness and compliance with district, state and federal requirements regarding nutrition, sanitation, Department of Environmental health standards of food handling procedures of food handling and safety are met. Record-keeping; assign, train, supervise and evaluate the performance of assigned personnel. Maintain equipment and inventory and assist in planning, equipping district food service facilities. Plan the district menus and nutrition education programs; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## ESSENTIAL JOB DUTIES:

- Plan, organize, direct, and supervise District-wide Food Service Program
- Travel to various sites to conduct site operations, monitor operations and services, evaluate organization and sanitation of facility
- Participate in the selection, assignment and evaluation of food services personnel
- Complete and hold a valid Food Service Manager certificate.
- Administer employee discipline in conjunction with established district policy and collective bargaining agreements
- Plan and direct in-service workshops and training programs for nutrition services personnel
- Attend a variety of meetings to maintain current knowledge of nutritional requirements, legal codes and related requirements
- Conduct and facilitate training in customer service
- Develop application process and procedures under the National School Lunch and School Breakfast Program
- Coordinate with back office support, School Food Solutions as needed, including emails and monthly calls.

- Generate reports and documentation as required, including participation statistics, financial reports, and compliance records
- Collaborate with the school community and parents to gather feedback, address concerns, and promote the nutrition program
- Stay updated on federal and state regulations related to school nutrition programs and ensure compliance with all relevant laws
- Supervise and provide leadership to kitchen staff, ensuring they adhere to food safety regulations, maintain a clean and organized workspace, and follow safe food handling practices
- Assist in managing the school nutrition budget by monitoring costs, expenses and revenue
- Provide education and training to employees and other stakeholders to ensure understanding and adherence to the wellness policy
- Oversee the day-to-day implementation of the wellness policy ensuring that its guidelines and objectives are put into practice across the organization
- Perform other related duties and responsibilities as assigned.

#### **QUALIFICATIONS:**

- Bachelor’s degree and/or 3 year’s equivalent experience. ● Valid CA Drivers License at time of and during employment.

#### **KNOWLEDGE AND ABILITIES:**

- Planning, organization and direction of a large-scale food services program
- Menu planning to meet the nutritional requirements of school age students
- Food production including preparation, service, and storage
- Food pricing, portion control, methods of computing food quantities and qualities, and merchandising
- Proper procedures, methods and equipment used in ordering, preparing, cooking, transporting and distributing large quantities of food
- Sanitation and safety practices related to cooking and serving food
- Applicable state and Federal laws, regulations, codes, policies, and procedures related to child nutrition programs
- Basic principles public purchasing, cost analysis, budget preparation and control, and accounting
- Analysis and interpretation of financial and operational data to recommend and implement more effective and efficient practices
- Kitchen facilities planning and procurement of large food service equipment ● Interpersonal skills using tact, patience and courtesy

#### **PHYSICAL ACTIVITY REQUIREMENTS:**

##### **Minimum Work Position (Percentage of Time):**

Standing: 30 Walking: 20 Sitting: 50

##### **Minimum Body Movement (Frequency):**

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

**Lifting (lbs.): 15-35** Lifting: 2 Bending: 2

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

Climbing Ladders: 0 Climbing Stairs: 2

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**Effective:**

**Board Approved: Pending Board Approval**



# AIMS K-12 College Prep Charter District

**Title:** HR, Employee Relations Coordinator **(Amendment to Title to Reflect Duties)**

**Category:** Classified

**Work Year:** 12 months

**Employment Type:** Full time

**Starting Range:** 70,000 - 74,295.45

**FLSA:** Exempt

**Supervisor:** Ombudsperson

**JOB GOALS:** The Employee Relations Coordinator, under the supervision of the Ombudsperson, is accountable for maintaining effective employee relations for the District, by providing professional support and guidance to employees regarding benefits, leaves, and other employee support related areas. The position is the first line of engagement for employees who are seeking resolution of concerns and employee-related inquiries.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

**ESSENTIAL JOB DUTIES:**

- Manage all aspects of benefits administration
- Coordinate and manage all leaves of absence
- Maintains accurate records and documentation pertaining to employee relations issues. ● Investigating and responding to concerns from faculty, staff, parents, or other stakeholders ● Implements policies and procedures related to concern resolution
- Facilitates informal mediation among parties involved in disputes
- Communicates protocols for filing grievances and appeals
- Provides periodic reports on concerns resolution data to district administrators
- Ensures that all concerns resolutions are handled in accordance with district and state regulations ● Monitors and reports trends in concerns within the district and proactively develops solutions to address issues before they become problematic
- Ability to meet travel requirements
- All other duties as may be assigned

**QUALIFICATIONS:**

- Minimum two years experience providing support to a diverse workforce population
- Excellent verbal and written communication skills.
- Bachelor's degree in psychology or related field required
- CA Driver's license required

**KNOWLEDGE AND ABILITIES:**

- Maintain confidentiality at all times with employee information
- Skill in Microsoft Word, Excel, and PowerPoint, as well as Google Mail and Google Docs (preferred) ● Must have demonstrated ability to maintain confidentiality, and use good judgment and problem-solving skills.
- Ability to maintain professional composure at all times
- Ability to act as an impartial arbitrator

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 25 Walking: 25 Sitting: 50

**Minimum Body Movement (Frequency):**

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

Lifting (lbs.): 50 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 2 Reaching Overhead: 2 Kneeling or Squatting: 3

Climbing Ladders: 1 Climbing Stairs: 4

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**Effective:**

**Board Approved: Pending Board Approval**



# AIMS K-12 College Prep Charter District

## Food Service Clerk

**Category:** Classified  
**Work Year:** 12 months  
**Employment Type:** Part-Time  
**FSLA:** Non-Exempt  
**Salary Range:** \$20.00 per hour - \$21.23 per hour  
**Supervisor:** Nutrition Service Coordinator 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:

- Complete and hold a valid Food Handlers card.
- 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.
- 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).
- Serving customers (students) in a fast, efficient, and friendly manner.
- Escalating customer concerns and complaints to Child Nutrition Coordinator or designee
- Understand USDA Breakfast and Lunch meal pattern and administer Offer v Serve.
- Adhere to all school nutrition program policies and procedures, including health and safety standards.
- Support and promote nutrition education initiatives to encourage healthy eating habits among students.
- Manage Kitchen Inventory.
- Operate standard food service equipment such as warming cabinets, oven, refrigeration/freezer units.
- Maintain daily records and prepare reports as required.
- May assists in the training of food service clerks.
- Operate Point of Sale (POS) terminal and other applicable software
- Inspects received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of orders and/or complying with mandated health requirements.
- Perform other related duties and responsibilities as assigned.

### QUALIFICATIONS:

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

**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)**



# AIMS K-12 College Prep Charter District



**Title: Teacher Induction Coach**

**Category: Certificated**

**Work Year: Academic Year**

**Employment Type: Part Time**

**Stipend: \$2000**

**Supervisor: Director of Schools or Designee**

**JOB GOALS:** The Teacher Induction Coach at AIMS K-12 College Prep, under the direction of the Director of Academics Data and Performance or Designee, provides key leadership in the development of AIMS' faculty in partnership with the SCOE Teacher Induction Program. Assist qualifying teachers in fulfilling the requirements of the California Clear credential for general education and/or special education. Observe the assigned candidate to facilitate self-reflective evidence of practice.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

**ESSENTIAL JOB DUTIES:**

- Provides direction to the program, support providers, and beginning teachers.
- Attends and provides ongoing coach training to build capacity for coaching and teacher development.
- Communicates the expectations and requirements of the Teacher Induction Program to participating teachers, district administrators, and school administrators.
- Participates in the Teacher Induction process
- Coordinates staff development activities for beginning teachers.
- Performs related duties as assigned
- Support the development and implementation of assessment, teaching, and classroom management strategies.
- Select and provide appropriate instructional materials, accommodations, adaptations, and modifications.
- Utilize district online platforms and integrated technology for communication and instructional purposes.
- Engage in daily and weekly planning and co-teaching as applicable.
- Demonstrate mastery of teaching performance expectations.
- Maintain a schedule of appointments and attend ongoing support provider training.

**QUALIFICATIONS:**

- Valid California Clear Credential or Administrative Services Credential.
- Minimum of three years of successful teaching experience and completion of Induction or equivalent, leading to Clear Credential.
- Knowledge of coaching strategies and working with Adult Learners.
- Experience and strategies for English Language Learner instruction.

- Familiarity with Commission on Teacher Credentialing (CTC) requirements, New Teacher Development, Mentoring and Coaching New Teachers, California State/Common Core Standards, Integrated Technology, and Working with English Language Learners.
- Experience in working with K-12 students.
- Fingerprinting and TB requirements.

**CERTIFICATION REQUIREMENTS:**

- Valid California Clear Credential

**KNOWLEDGE AND ABILITIES:**

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet deadlines on a tight schedule
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with staff in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing staff
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently
- PowerSchool, Canvas, Blackboard, Google Drive, and Calendar, etc. if applicable)
- Professional orientation – appearance, communication, organization, and attitude

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 20 Walking: 75 Sitting: 5

**Minimum Body Movement (Frequency): 4**

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

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

**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: Pending November 2023 Board Approval**

# AIMS K-12 College Prep Charter District



**Title: Teacher Intern Mentor**

**Category: Certificated**

**Work Year: Academic Year**

**Employment Type: Part Time**

**Stipend: \$2000**

**Supervisor: Director of Schools or Designee**

**JOB GOALS:** The Teacher Intern Mentor at AIMS K-12 College Prep, under the direction of the Director of Schools or Designee, provides key leadership in the development of AIMS' faculty in partnership with Commission on Teacher Credentialing approved teacher preparation programs.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## **ESSENTIAL JOB DUTIES:**

- In this role, you will mentor and coach intern teachers assigned to classrooms throughout the district, offering intensive support to facilitate their growth and student achievement.
- Provide ongoing guidance and assistance to Interns at school sites.
- Support the development and implementation of assessment, teaching, and classroom management strategies.
- Select and provide appropriate instructional materials, accommodations, adaptations, and modifications.
- Utilize district online platforms and integrated technology for communication and instructional purposes.
- Engage in daily and weekly planning and co-teaching as applicable.
- Demonstrate mastery of teaching performance expectations.
- Reflect on and improve intern teacher practice through a coaching model.
- Maintain a schedule of appointments and attend ongoing support provider training.

## **QUALIFICATIONS:**

- Valid California Clear Credential with EL Authorization and Subject Match with Intern or Administrative Services Credential.
- Minimum of three years of successful teaching experience and completion of Induction or equivalent, leading to Clear Credential.
- Knowledge of coaching strategies and working with adult learners
- Experience and strategies for English Language Learner instruction.
- Familiarity with California Commission on Teacher Credentialing (CCTC) requirements, Teaching Performance Expectations (TPEs), Teaching Performance Assessments (TPAs), New Teacher Development, Mentoring and Coaching New Teachers, California State/Common Core Standards, Integrated Technology, and Working with English Language Learners.
- Experience in working with K-12 students.
- Fingerprinting and TB requirements.

**CERTIFICATION REQUIREMENTS:**

- Valid California Clear Credential with EL Authorization and Subject Match with Intern or Administrative Services Credential.

**KNOWLEDGE AND ABILITIES:**

- Highly effective and professional communication skills with staff, students, and families
- Ability to meet deadlines on a tight schedule
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with staff in the culturally and linguistically diverse AIMS community
- Ability to uphold and reinforce school policies and procedures when addressing staff
- Ability to work effectively in fast-paced environments
- Ability to work collaboratively and independently
- PowerSchool, Canvas, Blackboard, Google Drive, and Calendar, etc. if applicable)
- Professional orientation – appearance, communication, organization, and attitude

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 20 Walking: 75 Sitting: 5

**Minimum Body Movement (Frequency): 4**

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

Lifting (lbs.): 50 Lifting: 4 Bending: 3

Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4

Climbing Ladders: 1 Climbing Stairs: 4

**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: Pending November 2023 Board Approval**

# Coversheet

## AIMS Oakland Promise Program Agreement 2023-24

**Section:** IV. Consent Calendar  
**Item:** H. AIMS Oakland Promise Program Agreement 2023-24  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** AIMS Oakland Promise Program Agreement 2023024.pdf



reement

2023-24

### About Oakland Promise

In 2016, Oaklanders came together to make a promise to every child in our city, offering them the resources, support, coaching, and incentives they need from birth and throughout their school years to empower them to seek out and thrive in the higher education and career of their choosing. In 2019, Oakland Promise and East Bay College Fund (which has been supporting college students since 2003) merged into one unified organization named Oakland Promise (OP). OP is a founding partner of the **Northern California College Promise Coalition (NCCPC)**. Oakland Promise engages the Oakland community to advance equity and economic mobility through cradle-to-college and career achievement. OP is a 501c3 nonprofit organization.

### About College Access Middle School Programming

College Access is excited to serve both middle and high school students in Oakland's district and charter schools!

- **Our vision is to support all students in accessing a clear and solid path to post-secondary educational experiences that lead to a variety of career options - 2-year, 4-year, and vocational or technical programs.**
- **Our goal is to offer integrated programming to students and families that target the elimination of structural and cultural barriers to intergenerational social mobility.**

Our work includes:

- ***Scholarships and College Savings Accounts:***

Need-based college scholarships of up to \$4000 to qualifying students from low-income backgrounds to support their attendance at accredited post-secondary educational institutions. Through a competitive process, high school seniors may also qualify for a Great Expectations scholarship of up to \$16,000 for college.

All Oakland kindergarten students, beginning with the 2016-17 cohort, receive Oakland Promise Scholarships with an initial \$100 deposit with opportunities to earn additional \$100 in grades 5, 6, 8, and 9.

OP offers support and \$75 of seed money for any Oakland family that opens a family College Savings Account (CSA).

- ***College and Career Readiness:***

Support for high school College and Career Centers with personalized services and coordinated volunteer teams to help with career exploration, finding internships, college applications, financial aid, scholarships, and more!

Access TIP (Targeted Intervention Program): Workshops, presentations, and panels, both virtually and at school sites, covering key topics such as high school readiness, the first-gen experience, financial literacy, transfer options, and Career Technical Education.

Family Learning Groups exploring high school readiness as well as college and career options and opportunities.

Coming Soon! Promise Leaders: A program that will engage students and families across Oakland in advancing equity and economic mobility through peer leadership and mentoring.

### college Access Middle School Programming

College Access Activity	School Site Support	College Access Support
Middle School Innovation Grant	<ul style="list-style-type: none"> <li>● Participating middle schools will receive a \$1000 College Access Innovation Grant at the beginning of the school year to support the school, students, and staff in building a college-going culture.</li> <li>● Contact your OP College Access Coordinator if you have questions on how to use the grant.</li> </ul>	<ul style="list-style-type: none"> <li>● As an example, <a href="#">Innovation Grant</a> can be used for the following purposes:                             <ul style="list-style-type: none"> <li>Pay for buses for trips to visit colleges.</li> <li>Purchase materials, such as college banners, college sweaters, etc to incentivize and award students and staff for implementing college-going activities.</li> <li>Purchase snacks and drinks when the school hosts college and/or career events at their schools.</li> </ul> </li> </ul>
General Communications & Norms	<ul style="list-style-type: none"> <li>● Organize regular meetings (monthly or bi-weekly) with College Access staff members.</li> <li>● Be responsive via email, phone, text, etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Lead and attend regular meetings to ensure the program is serving student needs.</li> <li>● Work with school staff to communicate in ways that best fit the needs of the school site.</li> <li>● If scheduled OP staff is unable to attend, OP will provide an alternative staff member to substitute.</li> </ul>
A-G Graduation Requirements & High School Readiness Indicators (HSRI)	<ul style="list-style-type: none"> <li>● Support the College Access team in selecting homeroom classrooms /advisory/cohorts for group presentations.</li> <li>● Select students who may benefit from additional smaller cohort support.</li> <li>● Share student data and parent/guardian contact information.</li> </ul>	<ul style="list-style-type: none"> <li>● Promote awareness and knowledge of High School Readiness Indicators and A-G graduation requirements for students and families.</li> <li>● Conduct small group work: goal-setting, understanding HSRI, and A-G requirements.</li> <li>● Provide social, emotional, and academic check-ins with a select cohort of students as identified and needed by the school.</li> </ul>

<p>College Going Culture</p>	<ul style="list-style-type: none"> <li>● Support and welcome college presentations and field trips.</li> <li>● Support and promote College Access Middle School Programming by sharing information with students and families.</li> </ul>	<ul style="list-style-type: none"> <li>● Invite families and students to participate in the following opportunities:                         <ul style="list-style-type: none"> <li>Winter Career Conference</li> <li>College Career Week</li> <li>Black College Expo</li> <li>College and Career Panels</li> </ul> </li> <li>● Whole class presentations and activities conducted in partnership with school counselors, community school managers, teachers, and partners- aligned with post-secondary and HS options and preparedness.</li> <li>● Partner with OUSD’ to host CTE workshop(s) for students to learn about academies, pathways, and student life experiences in high school (before and during the high school options window).</li> </ul>
<p>High School Transition</p>	<ul style="list-style-type: none"> <li>● Support the College Access team in selecting homeroom classrooms /advisory/cohorts to participate.</li> <li>● Support and facilitate field trips to feeder high schools.</li> </ul>	<ul style="list-style-type: none"> <li>● Welcome school alumni to share high school and/or college experiences.</li> <li>● Promote academy options within OUSD.</li> <li>● Guide and support families through the high school application process.</li> <li>● Schedule high school tours for prospective students.</li> <li>● Connect students to Oakland Promise Future Centers or College and Career Centers at feeder high schools.</li> </ul>
<p>Transitions to postsecondary opportunities and development of financial awareness as it relates to college affordability</p>	<ul style="list-style-type: none"> <li>● Collaborate and form partnerships between OP and school staff (teacher, school counselor, CSM, etc ) for presentations and information sessions (workshops, FLGs, etc) for students and parents.</li> </ul>	<ul style="list-style-type: none"> <li>● HS Teams are invited to present to classrooms about their postsecondary plans.</li> <li>● Introduce financial literacy and methods to pay for post-secondary education (CSAs, OP Scholarship, Other Scholarships and FAFSA) for both students and families.</li> <li>● Build awareness and knowledge of OP Scholarship and other financing options.</li> </ul>
<p>Family Engagement</p>	<ul style="list-style-type: none"> <li>● Access to space for meetings</li> <li>● Communication with parents</li> </ul>	<ul style="list-style-type: none"> <li>● Coordinate parent events around topics of interest.</li> </ul>



	<ul style="list-style-type: none"> <li>● Monthly Family Learning Groups</li> </ul>	<ul style="list-style-type: none"> <li>● Liaison to partner organizations for content and logistical support.</li> </ul>
Levels of College Access Services	<b>Purple</b> <ul style="list-style-type: none"> <li>● Innovation Grant</li> <li>● Information Sharing</li> <li>● Invitations to OP College Access Events</li> <li>● One student and/or parent event per semester</li> <li>● Monthly classroom-based workshops</li> <li>● Support for community events</li> </ul>	
	<b>Blue</b> <ul style="list-style-type: none"> <li>● Innovation Grant</li> <li>● Information Sharing</li> <li>● Invitations to OP College Access Events</li> <li>● One student and/or parent event per semester</li> </ul>	
	<b>Green</b> <ul style="list-style-type: none"> <li>● Innovation Grant</li> <li>● Information Sharing</li> <li>● Invitations to OP College Access Events</li> </ul>	

## 2023-2024 Program Calendar

Timeline by month	CA Priorities/ Focus	6-8th Grade	Families
Prior to School Year	<ul style="list-style-type: none"> <li>● Identify school-site staff to support CA work</li> <li>●</li> </ul> <p>Introduce/connect CA staff and OUSD site staff</p>	<ul style="list-style-type: none"> <li>● Regular follow-up</li> <li>● Contract signing with principals and counselors</li> <li>● Identify CA lesson schedule with school-site staff</li> </ul>	<ul style="list-style-type: none"> <li>● Regular follow-up</li> <li>● Share calendar with families and school-site parent leaders</li> <li>● Connect with parent organizations on collaboration throughout the school year</li> </ul>
August	Welcome Back to School!	<ul style="list-style-type: none"> <li>● Attending Welcome Back to School Night</li> <li>● Reconnecting with school staff</li> </ul> <p>6th/7th Grade</p> <ul style="list-style-type: none"> <li>● OP Scholarship</li> </ul>	<p>Family Learning Group:</p> <ul style="list-style-type: none"> <li>● Outreach with Academic Calendar</li> <li>● Reconnecting with parent leaders/organizations</li> </ul>

		Activation	
September	Increase belief in college graduation.	<ul style="list-style-type: none"> <li>● Pre eval</li> <li>● My Educational Journey</li> </ul>	Family Learning Group: <ul style="list-style-type: none"> <li>● Oakland Promise Introduction + Scholarship Overview / My529</li> </ul>
October	Increase knowledge of HS Readiness Indicators (HSRI).	<ul style="list-style-type: none"> <li>● High School Readiness - Learning from High Schoolers</li> </ul>	Family Learning Group: <ul style="list-style-type: none"> <li>● Families in Action</li> </ul>
November	Increase knowledge of HS Graduation Requirements.	<ul style="list-style-type: none"> <li>● High School Graduation Requirements</li> </ul>	Family Learning Group: <ul style="list-style-type: none"> <li>● DCAC</li> </ul>
February	Awareness of CTE, 2yr & 4yr options.	<ul style="list-style-type: none"> <li>● My Career Interests</li> </ul>	Family Learning Group: <ul style="list-style-type: none"> <li>● 5 Bucket</li> </ul>
March	Awareness of CTE, 2yr & 4yr options.	<ul style="list-style-type: none"> <li>● My Educational Pathways</li> </ul>	Family Learning Group: <ul style="list-style-type: none"> <li>● Summer Resources</li> <li>● Big Brother Big Sister,</li> <li>● Oakland Trybe</li> </ul>
April	Increase belief in college graduation.	<ul style="list-style-type: none"> <li>● Post Eval</li> <li>● College Is For Me!</li> </ul>	Family Learning Group: <ul style="list-style-type: none"> <li>● Kindergarten to College</li> </ul>
Semester One: High School Readiness Indicators  Semester Two: College/Career Pathways			

**Signatures: School Site**

I pledge that my school will participate in the College Access Middle School Program as outlined above.

<b>School Name</b>	
<b>School Administrator Name</b>	
<b>School Administrator Title</b>	

<b>Signature</b>	
<b>Date</b>	

**Signatures: Oakland Promise**

<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	

# Coversheet

## 23-24 Contract Submission

**Section:** IV. Consent Calendar  
**Item:** I. 23-24 Contract Submission  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** FY23\_24 Contracts Submission Board Approval November.xlsx.pdf

POSITION CODE	SITE LOCATION	RESOURCE	EMPLOYEE	FY23-24 Position Title	FTE FUNDED	FY23-24 SALARIES/WAGES	11/12 MONTH				
TCHAST0007	High School	General	Vanessa Payne	Teacher's Assistant	FULL 1.00	\$53,289.36 annually	11 Month Classified				
CLERK0001	Middle School	General	Renee Lopez	Clerk	FULL 1.00	\$21.60 per hour	11 Month Classified				
IA0006	High School	Esser III	Mary Lemon	Instructional Aide	FULL 1.00	\$28.72 per hour	11 Month Classified				
MIDTCH0020	Middle School	EPA (Education Protection Act)	Rebecca Gustafson-Ohare	Teacher	FULL 1.00	\$73,986.00 annually	11 Month Certificated				
ELMTCH0008	Elementary	EPA (Education Protection Act)	Chandler Carr	Teacher	FULL 1.00	\$61,882.00 annually	11 Month Certificated				
CORFM0001	AimsK12 district	General	Jason Perry	Coordinator of Facilities and Mainta	FULL 1.00	\$70,000.00 annually	12 Month Classified				
HITCH0016	High School	EPA (Education Protection Act)	Andrew Johnson	Teacher	FULL 1.00	\$64,247.00 annually	11 Month Certificated				
HITCH0004	High School	EPA (Education Protection Act)	Joseph Lyford	Teacher	FULL 1.00	\$61,882.00 annually	11 Month Certificated				
CAMP0003	High School	ELOP (General Fund)	Christopher Scott	Campus Supervisor	FULL 1.00	\$28.72 per hour	11 Month Classified				
<b>EXTENDED CONTRACTS FY23-24</b>											
OBJECT	LOCATION	RESOURCE	PROGRAM/DEPT	EMPLOYEE	POSITION TITLE		Type of Pay		PAY FOR EXT	Unstricted/R	Start/End Date of Work
COACH0006		10 General	High School Sports	Jose Kabeer	Girls Basketball Head Coach		Stipend				August 2023-June 2024
ASCO0001		10 General	High School Sports	Mikel Hardy	Girls Basketball Assistant Coach		Stipend				August 2023-June 2024
COACH0013		10 General	High School Sports	Taylor Noel	Cheer Coach		Stipend				August 2023-June 2024
		40 LCFF	High School	Dejah Lovejoy	Saturday Academic School		Hourly				August 2023-June 2024
		40 LCFF	High School	Andrew Johnson	Saturday Academic School		Hourly				August 2023-June 2024
WININT0001		30 LCFF	AIPCS II	Rebecca Spencer	Saturday Academic School		Hourly				August 2023-June 2024
		40 LCFF	High School	Jennifer Franz	Saturday Academic School		Hourly				August 2023-June 2024
WINAIDE0001		20 LCFF	AIPCSI	Jonas Szajowitz	Saturday Academic School		Hourly				August 2023-June 2024
		40 LCFF	High School	Chanlel Clark	HS Summer Scheduling		Stipend				August 2023-June 2024
COACH0004		10 LCFF	Middle School Sports	Uzoma Amuchie	Flag Football Coach		Stipend				August 2023-June 2024
WININT0002		20 LCFF	Middle School	Brian Evans	Saturday Academic School		Hourly				August 2023-June 2024
COACH0014		40 General	High School Sports	Curtis Webster	Boys Basketball Head Coach		Stipend		2,000		August 2023-June 2024
		General	High School	Chris Scott	Assistant Boys Basketball Coach						Temporary Employee

# Coversheet

## Board Resolution - Surplus

**Section:** IV. Consent Calendar  
**Item:** J. Board Resolution - Surplus  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board resolution - Surplus 11.23.docx.pdf

## **RESOLUTION OF THE BOARD OF EDUCATION OF AIMS K-12 COLLEGE PREP CHARTER DISTRICT**

**WHEREAS**, the Board of Trustees of AIMS K-12 College Prep Charter District has received from the Superintendent of Schools a list of AIMS K-12 personal property –i.e., furniture 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 Trustee authorizes and directs the Superintendent or designee to dispose of each item of the AIMS personal property approved 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 AIMS K-12 College Prep Charter District, this 21st day of November 2023, 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 AIMS K-12 College Prep Charter District held on November 21, 2023.

## Exhibit A

Item Description	Brand	Quantity	Reason for Disposal	Location
Office desk		2	broken/ missing parts	12th Street
Office divider		3	ripped/broken	12th Street
Desk chair base		1	broken/ missing parts	12th Street
Metal folding square table		1	Old /paint wear	12th Street
Black upholstered benches		2	Broken/missing legs	12th Street
Filing cabinet 4 drawer tall		12	Broken missing parts	12th Street
Red storage cabinets		4	broken/missing parts	12th Street
Metal bookshelves		3	broken/missing parts	HS



# Coversheet

## SCOE Ahmad Contract Agreement Stipend 2023-2024

**Section:** IV. Consent Calendar  
**Item:** K. SCOE Ahmad Contract Agreement Stipend 2023-2024  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** SCOE Ahmad Contract Agreement Stipend 2023-2024 .docx.pdf

### Amendment to the 2023-2024 Employment Contract

This Contract Amendment Agreement (“Amendment”) is entered into by and between American Indian Model Schools, located at 171 12th street Oakland, CA 94607, (“AIMS”) and [Christopher Ahmad] (“Employee,” collectively, “Parties”) concerning additional duties beyond the existing contract.

WHEREAS, the Parties entered into an employment agreement for the 2023-2024 school year (“Employment Agreement”);

WHEREAS, Employee agrees to perform additional duties beyond the scope of their Employment Agreement;

It is hereby agreed that Employee’s Employment Contract shall be amended as follows:

1. Employee agrees to perform any and all additional duties as required by AIMS, including but not limited to:

[2023-2024 SCOE Induction Mentor/Coach + Intern Support for the 2023-2024 School Year]

2. These additional duties are beyond the scope of the Employee’s existing Employment Agreement and may be performed before or after regular school hours;
3. In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee a stipend of \$6,000 prorated to the time of services to be paid according to AIMS pay schedule. 2 Mentees SCOE, 1 Mentees University Intern Support
4. Payment of Stipend shall be conditioned on Employee submitting weekly timesheets which reflect the additional duties performed.
5. All other terms and conditions of the Employment Agreement remain in effect, except that if a conflict exists between the Employment Agreement and this Amendment, this Amendment shall control.
6. Stipend shall only be paid for services performed pursuant to this Amendment; absent a written Amendment, no Stipend shall be paid.
7. This Agreement shall become effective only upon approval by AIMS’ Governing Board.

It is so agreed.

\_\_\_\_\_  
Employee  
  
\_\_\_\_\_

\_\_\_\_\_  
Date  
  
\_\_\_\_\_

Direct Supervisor

Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

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# Coversheet

## SCOE Coordinator Ahmad Contract pt. 2 Agreement Stipend 2023-2024

**Section:** IV. Consent Calendar  
**Item:** L. SCOE Coordinator Ahmad Contract pt. 2 Agreement Stipend 2023-2024  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
SCOE COORDINATOR Ahmad Contract pt. 2 Agreement Stipend 2023-2024 .docx.pdf

### Amendment to the 2023-2024 Employment Contract

This Contract Amendment Agreement (“Amendment”) is entered into by and between American Indian Model Schools, located at 171 12th street Oakland, CA 94607, (“AIMS”) and [Christopher Ahmad] (“Employee,” collectively, “Parties”) concerning additional duties beyond the existing contract.

WHEREAS, the Parties entered into an employment agreement for the 2023-2024 school year (“Employment Agreement”);

WHEREAS, Employee agrees to perform additional duties beyond the scope of their Employment Agreement;

It is hereby agreed that Employee’s Employment Contract shall be amended as follows:

1. Employee agrees to perform any and all additional duties as required by AIMS, including but not limited to:

[2023-2024 SCOE Induction Coordinator for the 2023-2024 School Year]

2. These additional duties are beyond the scope of the Employee’s existing Employment Agreement and may be performed before or after regular school hours;
3. In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee a stipend of \$4,500 prorated to the time of services to be paid according to AIMS pay schedule. Overseeing the entire SCOE program with 3 mentors, 5 mentees, and serving as the direct connection to the Sacramento County Office of Education.
4. Payment of Stipend shall be conditioned on Employee submitting weekly timesheets which reflect the additional duties performed.
5. All other terms and conditions of the Employment Agreement remain in effect, except that if a conflict exists between the Employment Agreement and this Amendment, this Amendment shall control.
6. Stipend shall only be paid for services performed pursuant to this Amendment; absent a written Amendment, no Stipend shall be paid.
7. This Agreement shall become effective only upon approval by AIMS’ Governing Board.

It is so agreed.

\_\_\_\_\_  
Employee

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

Direct Supervisor

Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

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# Coversheet

## SCOE Cabrera Contract Agreement Stipend 2023-2024

**Section:** IV. Consent Calendar  
**Item:** M. SCOE Cabrera Contract Agreement Stipend 2023-2024  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** SCOE CABRERA Contract Agreement Stipend 2023-2024 .docx.pdf

### Amendment to the 2023-2024 Employment Contract

This Contract Amendment Agreement (“Amendment”) is entered into by and between American Indian Model Schools, located at 171 12th street Oakland, CA 94607, (“AIMS”) and [Brian Cabrera] (“Employee,” collectively, “Parties”) concerning additional duties beyond the existing contract.

WHEREAS, the Parties entered into an employment agreement for the 2023-2024 school year (“Employment Agreement”);

WHEREAS, Employee agrees to perform additional duties beyond the scope of their Employment Agreement;

It is hereby agreed that Employee’s Employment Contract shall be amended as follows:

1. Employee agrees to perform any and all additional duties as required by AIMS, including but not limited to:

[2023-2024 SCOE Induction Mentor/Coach for the 2023-2024 School Year]

2. These additional duties are beyond the scope of the Employee’s existing Employment Agreement and may be performed before or after regular school hours;
3. In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee a stipend of \$2,000 prorated to the time of services to be paid according to AIMS pay schedule.
4. Payment of Stipend shall be conditioned on Employee submitting weekly timesheets which reflect the additional duties performed.
5. All other terms and conditions of the Employment Agreement remain in effect, except that if a conflict exists between the Employment Agreement and this Amendment, this Amendment shall control.
6. Stipend shall only be paid for services performed pursuant to this Amendment; absent a written Amendment, no Stipend shall be paid.
7. This Agreement shall become effective only upon approval by AIMS’ Governing Board.

It is so agreed.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor

\_\_\_\_\_  
Date



\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

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# Coversheet

## SCOE Golden Contract Agreement Stipend 2023-2024

**Section:** IV. Consent Calendar  
**Item:** N. SCOE Golden Contract Agreement Stipend 2023-2024  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** SCOE Golden Contract Agreement Stipend 2023-2024 .docx.pdf

### Amendment to the 2023-2024 Employment Contract

This Contract Amendment Agreement (“Amendment”) is entered into by and between American Indian Model Schools, located at 171 12th street Oakland, CA 94607, (“AIMS”) and [Maryetta Golden] (“Employee,” collectively, “Parties”) concerning additional duties beyond the existing contract.

WHEREAS, the Parties entered into an employment agreement for the 2023-2024 school year (“Employment Agreement”);

WHEREAS, Employee agrees to perform additional duties beyond the scope of their Employment Agreement;

It is hereby agreed that Employee’s Employment Contract shall be amended as follows:

1. Employee agrees to perform any and all additional duties as required by AIMS, including but not limited to:

[2023-2024 SCOE Induction Mentor/Coach + Intern Support for the 2023-2024 School Year]

2. These additional duties are beyond the scope of the Employee’s existing Employment Agreement and may be performed before or after regular school hours;
3. In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee a stipend of \$6,000 prorated to the time of services to be paid according to AIMS pay schedule. 1 Mentee SCOE, 2 Mentees University Intern Support
4. Payment of Stipend shall be conditioned on Employee submitting weekly timesheets which reflect the additional duties performed.
5. All other terms and conditions of the Employment Agreement remain in effect, except that if a conflict exists between the Employment Agreement and this Amendment, this Amendment shall control.
6. Stipend shall only be paid for services performed pursuant to this Amendment; absent a written Amendment, no Stipend shall be paid.
7. This Agreement shall become effective only upon approval by AIMS’ Governing Board.

It is so agreed.

\_\_\_\_\_  
Employee

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

Direct Supervisor

Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

.

# Coversheet

## SCOE Jacques Contract Agreement Stipend 2023-2024

**Section:** IV. Consent Calendar  
**Item:** O. SCOE Jacques Contract Agreement Stipend 2023-2024  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** SCOE Jacques Contract Agreement Stipend 2023-2024 .docx.pdf

### Amendment to the 2023-2024 Employment Contract

This Contract Amendment Agreement (“Amendment”) is entered into by and between American Indian Model Schools, located at 171 12th street Oakland, CA 94607, (“AIMS”) and [Janelle Jacques] (“Employee,” collectively, “Parties”) concerning additional duties beyond the existing contract.

WHEREAS, the Parties entered into an employment agreement for the 2023-2024 school year (“Employment Agreement”);

WHEREAS, Employee agrees to perform additional duties beyond the scope of their Employment Agreement;

It is hereby agreed that Employee’s Employment Contract shall be amended as follows:

1. Employee agrees to perform any and all additional duties as required by AIMS, including but not limited to:

[2023-2024 SCOE Induction Mentor/Coach + Intern Support for the 2023-2024 School Year]

2. These additional duties are beyond the scope of the Employee’s existing Employment Agreement and may be performed before or after regular school hours;
3. In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide Employee a stipend of \$6,000 prorated to the time of services to be paid according to AIMS pay schedule.
4. Payment of Stipend shall be conditioned on Employee submitting weekly timesheets which reflect the additional duties performed.
5. All other terms and conditions of the Employment Agreement remain in effect, except that if a conflict exists between the Employment Agreement and this Amendment, this Amendment shall control.
6. Stipend shall only be paid for services performed pursuant to this Amendment; absent a written Amendment, no Stipend shall be paid.
7. This Agreement shall become effective only upon approval by AIMS’ Governing Board.

It is so agreed.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

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# Coversheet

## Agreement for Services - Vital ELC

**Section:** IV. Consent Calendar  
**Item:** P. Agreement for Services - Vital ELC  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Agreement for Services - Vital ELC.pdf





## AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement (“Agreement”) made this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between American Indian Public Charter School II, 171 12<sup>th</sup> St., Oakland, California, 94607 (hereinafter referred to as “Charter District”), and Vital ELC a Limited Liability Corporation, 2219 Shoshone Falls Ct., Henderson, Nevada 89044 (hereinafter referred to as “Consultant”).

1. **Term.** This Agreement shall commence on October 20, 2023, and terminate on November 30, 2023 (the “Term”).

2. **Scope of Services.** Charter District hereby retains the Consultant to serve as a member of the Corrective Action Plan (CAP) Committee as part of their response to complaints and concerns itemized in the investigative report and notice from Oakland Unified School District (OUSD) dated September 27, 2023 (the “Work”).

### Consultant’s scope of work shall include:

1. **Participation in CAP Committee:** Consultant shall actively participate in the CAP Committee meetings as scheduled, contributing their expertise and insights to address identified issues.
2. **Input on CAP Improvements:** Consultant shall provide meaningful input and recommendations for improving the CAP, ensuring its effectiveness in achieving remediation goals.
3. **Work with staff, committee members, and AIMS Board members to facilitate development of a corrective action plan.** These services include the comprehensive review of all pertinent documents, plans, personnel information, forms, and other materials as required to inform and address the complaint areas. Services may also include, but is not limited to, working with Charter District current and former staff, OUSD staff, students, community members, and the Board of Directors.
4. **Develop a plan and timeline for progress monitoring of CAP.** Ensure that the CAP includes timelines for progress monitoring and identify indicators/measures that will be used to determine progress and make recommendations for improvement and/or next steps.
5. **Develop a communication plan.** Consultant shall work with staff, the CAP committee, and other designated parties to ensure consistent and timely communication regarding goals, priorities, and progress.

3. **Expertise.** The Consultant represents and warrants to Charter District that it has staff available to perform the Work and that individuals providing the Work have the appropriate licensure, credentials, background, training, and experience to perform properly the Work to be delivered under this Agreement. The Consultant further represents and warrants that it owns or is authorized to use all the intellectual property that it may transfer to the Charter District or otherwise include in its deliverables to District under this Agreement.

Vital ELC

Agreement for Professional Consulting Services

4. **Fees and Expenses.** Charter District shall provide the Consultant with an original or electronic version of this Agreement that shall have been signed by an authorized Charter District signatory and will be countersigned by an authorized Consultant Signatory.

Consultant shall be paid a consultancy fee of \$350.00 per hour for any and all services provided by this Agreement, including but not limited to document review/revision, phone consults, and in-person or virtual meetings as requested by the charter. Consultancy fee shall be payable upon Charter District's receipt from Consultant of an invoice that, in form and substance satisfactory to the Charter District, shall describe the Work that Consultant shall have provided to the Charter District in the period during the Term for which Consultant seeks payment. Consultant shall be entitled to reimbursement of reasonable expenses for travel and/or materials that are actually incurred and allocable solely to the Work provided to Charter District pursuant to the Agreement. The Consultant shall provide such reasonable evidence as Charter District may request in support of the Consultant's claims for expense reimbursement.

5. **Termination.** Either party may terminate this Agreement with thirty (30) days prior written notice to the other party. The Consultant hereby acknowledges and agrees that anything to the contrary notwithstanding, in the event of such termination, District shall only be liable for payment of the services rendered through the effective date of termination.

6. **No Employment Relationship Created.** It is understood and agreed between the parties that the Agreement is not intended to nor does it create an employment contract between District, on the one hand, and Consultant and any of its employees, on the other, nor does it create a joint relationship or partnership between the parties hereto. Neither Consultant nor its employees are entitled to benefits that District provides for District employees. Consultant's relationship to District is solely and exclusively that of an independent contractor. Conduct and control of the Work shall be solely with the Consultant. Consultant shall be permitted to engage in any business and perform services for its own accounts, provided that the Work is not compromised. Except as specifically permitted in this Agreement, neither party shall use the name or trademarks of the other party or incur any obligation or expense for or on behalf of the other party without the other party's prior written consent in each instance.

7. **No Withholding.** Consultant is solely and exclusively responsible for the satisfaction of Consultant's own local, state, and federal income tax and Social Security withholding that may be applicable to the amounts payable by District under this Agreement.

8. **Confidentiality.** During the course of performance of the Agreement, Consultant may be given access to information that relates to District past, present and future research, development, business, activities, services, programs, technical knowledge and personally identifiable student and employee information. All such information shall be deemed to be "Confidential Information" unless otherwise indicated by District in writing at or after the time of disclosure. Consultant may use the Confidential Information only in connection with the specific duties authorized pursuant to this Agreement. Access to Confidential Information shall be restricted to those of Consultant's personnel, representatives, and Consultants on a need-to-know basis solely in connection with Consultant's internal business. Consultant further agrees that it shall (i) take all necessary steps to inform any of its personnel, representatives, or

consultants to whom Confidential Information may be disclosed of Consultant's obligations hereunder and (ii) cause said personnel, representatives, and consultants to agree to be bound by the terms of this Agreement by executing a confidentiality agreement containing the same restrictions contained herein or some other method acceptable to District. Consultant agrees to protect the confidentiality of Confidential Information in the same manner that it protects the confidentiality of its own proprietary and confidential information of like kind. Consultant agrees to notify District of any unauthorized use or disclosure of Confidential Information and to take all actions reasonably necessary to prevent further unauthorized use or disclosure thereof. The terms of this Section 8 shall survive the expiration or termination of this Agreement.

These requirements apply to any subcontractors or agents the Consultant uses in the performance of the Work and it is Consultant's responsibility to assure that all such subcontractors and agents comply with all such requirements.

9. **Assignment.** Consultant shall not assign its duties hereunder without the prior written consent of the District.

10. **Binding Effect.** This Agreement shall be binding upon the parties hereto and upon their respective successors and assigns.

11. **Compliance With Laws.** Consultant warrants on its behalf and that of its subcontractors, employees, and agents that it shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations and codes, including, but not limited to, the Family Educational Rights and Privacy Act of 1974 (the "Buckley Amendment") with respect to personally identifiable student education records; the Gramm-Leach-Bliley Act with respect to student financial information; and applicable provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 relating to Equal Employment Opportunity, section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, and section 503 of the Rehabilitation Act of 1973.

12. **Dispute Resolution.** The parties agree to make a good faith effort to resolve any dispute arising from or relating to this Agreement through mediation prior to commencing litigation. Within sixty (60) days following a written request by either party to mediate a dispute that has not been resolved by informal negotiation, the parties shall mutually agree upon a mediator, schedule a mediation, and shall share the costs of mediation equally, except costs incurred by each party for representation by legal counsel.

13. **Severability.** If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.

14. **Authorization.** Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so, and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.

The parties hereto have executed this Agreement on the day and year first written above.

American Indian Public Charter School II  
By:

Vital ELC  
By:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Dr. Michele Bowers

\_\_\_\_\_  
Title

\_\_\_\_\_  
Founder and Chief Executive Officer  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Vital ELC

Agreement for Professional Consulting Services