AIMS K-12 College Prep Charter District

Finance Committee Meeting

Date and Time

Tuesday April 23, 2024 at 5:30 PM PDT

Location

171 12th St. Oakland, CA 94607

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

One tap mobile
+17193594580,,3311128694#,,,,*076927# US
+19294362866,,3311128694#,,,,*076927# US (New York)

Dial by your location
• +1 719 359 4580 US

Meeting ID: 331 112 8694
Passcode: 076927
Find your local number: https://us02web.zoom.us/u/kmHNwDhDX

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	A. Record Attendance		Barbara Pemberton	1 m
	B. Call the Meeting to Order		Director Edington	
II.	**Public Comment**			**5:31 PM**
	A. Public Comment on Agenda Items	Discuss	Barbara Pemberton	4 m
	B. Public Comment On Non-Agenda Items	Discuss	Barbara Pemberton	4 m
III.	**Approve Committee Meeting Minutes**			**5:39 PM**
	A. Finance Committee Meeting: March 26, 2024	Approve Minutes		1 m
IV.	**Action Items**			**5:40 PM**
	A. Green Source Janitorial	Vote	Jason Perry	3 m
	B. AIMS Salary Schedule PROPOSED FY 24-25	Vote	Tiffany Tung	3 m
	C. Technology Agreement	Vote	Marisol Magana	2 m
	D. SB-740 Charter School Facility Grant Program	Vote	Marisol Magana	2 m
	E. PowerSchool SIS	Vote	Marisol Magana	2 m
	F. Cal-Shape	Vote	Marisol Magana	3 m
	G. Enroll Oaks MOU	Vote	Marisol Magana	3 m

		Purpose	Presenter	Time
H.	23-24 Contract Submission	Vote	Tiffany Tung	3 m

V. Closed Session — 6:01 PM

A.	Public Comment on Closed Session Items 1 minute per speaker	Discuss		10 m
B.	Closed Session Closed Session Items: 1. Pursuant to the Brown Act (Government Code Section 54957.6), the following items will be discussed in closed session: PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Director of Schools PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Dean of Students PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Head of Academics PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: High School Teacher PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: High School Teacher			30 m

VI. Closing Items — 6:41 PM

A.	Adjourn Meeting	Vote		
B.	NOTICES	FYI	Barbara Pemberton	

The next regular meeting of the Board of Directors is scheduled to be held on the third Tuesday of the month, May 21, 2024, at 5:30 pm. AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, it's programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or

Purpose Presenter Time

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, on April 20, 2024, before 5:30 PM.
Certification of Posting

Coversheet

Finance Committee Meeting: March 26, 2024

Section:	III. Approve Committee Meeting Minutes
Item:	A. Finance Committee Meeting: March 26, 2024
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Finance Committee Meeting on March 26, 2024

APPROVED

AIMS K-12 College Prep Charter District

Minutes

Finance Committee Meeting

Date and Time
Tuesday March 26, 2024 at 5:30 PM

Location
171 12th Street, Oakland, CA 94607

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

One tap mobile
+17193594580,,3311128694#,,,,*076927# US
+19294362866,,3311128694#,,,,*076927# US (New York)

Dial by your location
• +1 719 359 4580 US

Meeting ID: 331 112 8694
Passcode: 076927
Find your local number: https://us02web.zoom.us/u/kmHNwDhDX

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Committee Members Present
C. Edington, J. Colly, K. Ballentine, M. Woods-Cadiz

Committee Members Absent
J. Hinton

Guests Present
B. Pemberton

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 Mar 26, 2024 at 5:33 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. 2023-2024 Employee Contracts

C. Edington made a motion to approve.
J. Colly seconded the motion.
The committee **VOTED** to approve the motion.

B. AIMS MS/AIPCS II ELO-P Budget and Program Details

C. Edington made a motion to approve.
J. Colly 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

Board returned from closed session at 6:14 pm with 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 6:15 PM.

Respectfully Submitted,
C. Edington

B. NOTICES

None

Coversheet

Green Source Janitorial

Section:	IV. Action Items
Item:	A. Green Source Janitorial
Purpose:	Vote
Submitted by:	
Related Material:	Green Source Janitorial Cover Letter.pdf Green Source Janitoral Intro.pdf CleanGuru - Proposal Report.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Jason Perry
Position/Title: Facilities Manager
Department: Facilities and Maintenace
Date of Submission (MM/DD/YYYY): 04/19/2024

Item Details

Title of Item: New Janitorial Contract for services at High school and 12th Street
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:
Rojas resigned as 4/19/2024 Green Source Janitorial will provide services
month though mid July or until in-house personal can be hired

Approvals

Has this item been reviewed by:
☑ Superintendent
☐ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☐ Neither

Committee Review

Has this item been through the appropriate committee review process?
☐ Yes ☐ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
☐ Yes ☐ No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $
Is this expenditure included in the annual budget?
☐ Yes ☐ No
Please specify in which plan this expense is indicated:
☐ SPSA ☐ LCAP ☐ Other:

Janitorial Service

Green Source Janitorial

When you choose Green Source as your preferred cleaning specialist, you will experience our guarantee of satisfaction and peace of mind to get the job done, every time.

Complete transparency and honesty are a given when dealing with us. There are no hidden fees or unpleasant surprises; only open and honest communication and trusted team of cleaning experts. Stay focused on the mission-critical tasks of your business and let us take care of maintaining a clean facility that reflects the integrity and professionalism of your organization.

What makes us different to other cleaning companies, is that we strive to maintain our promise of excellence. We care about the happiness and satisfaction of everyone involved more than simply getting the job done. Our flexibility to work to your needs is what our clients and customers value the most.

Regardless of how simple or complex your requirements are, we can provide you with an effective solution built exclusively around your needs. With a highly trained, fully licenced and dedicated team at our disposal, you can enjoy the brilliance of a cleaner and more revitalized environment.

(from the Green Source Website)

Professional Janitorial Service Proposal

Prepared for:

AIMS K-12 COLLEGE PREP CHARTER DISTRICT

171 12th Street
Oakland, California 94607

Submitted By:

GREEN SOURCE JANITORIAL

2625 MIDDLEFIELD RD. #664
PALO ALTO, CA 94306
DANIEL PETROSIAN
DIRECTOR OF CUSTOMER CARE
(650) 488-8100
DANIEL@GREENSOURCEJANITORIAL.COM
www.greensourcejanitorial.com



April 20, 2024

GREEN SOURCE JANITORIAL
2625 MIDDLEFIELD RD. #664
PALO ALTO, CA 94306

April 20, 2024

Jason Perry
AIMS K-12 COLLEGE PREP CHARTER DISTRICT
171 12th Street
Oakland, California 94607

Dear Jason,

Subject: Janitorial Service Proposal - AIMS K-12 COLLEGE PREP CHARTER DISTRICT, 171 12th Street, Oakland, California 94607

Thank you for allowing GREEN SOURCE JANITORIAL to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at GREEN SOURCE JANITORIAL, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At GREEN SOURCE JANITORIAL, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

DANIEL PETROSIAN
DIRECTOR OF CUSTOMER CARE
GREEN SOURCE JANITORIAL

AIMS K-12 COLLEGE PREP CHARTER DISTRICT

Professional Janitorial Service Proposal

General

GREEN SOURCE JANITORIAL agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. GREEN SOURCE JANITORIAL agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

Nightly Cleaning: High School & 12th Street Campus
5 days per week Professional Cleaning Service Program: **$15,190.00/mo**.

Day Porter 5xWeek: 5 Day Porters @ $35 per hour * 8 hours/day

High School: 2 day porters x 8hrs x $35/hr x 5xWk x 4.33 - **$12,124/mo**
12th Street Campus: 3 day porters x 8hrs x $35/hr x 5xWk x 4.33 - **$18,186/mo**

Special Services

Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer. GREEN SOURCE JANITORIAL is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. The payment policy is net 10 days, and a late fee of 3% will be included bi-weekly.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, GREEN SOURCE JANITORIAL can provide these products and invoice them separately.

GREEN SOURCE JANITORIAL will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

GREEN SOURCE JANITORIAL will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

GREEN SOURCE JANITORIAL will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

GREEN SOURCE JANITORIAL will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by GREEN SOURCE JANITORIAL are deemed employees of GREEN SOURCE JANITORIAL and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

GREEN SOURCE JANITORIAL is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

GREEN SOURCE JANITORIAL is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

The terms of this agreement shall be as mentioned under the 'Agreement' clause. The same may be extended after July 31st upon agreement by both parties. Month to month with 30 days' notice.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20___, by and between GREEN SOURCE JANITORIAL, with its principal place of business located at 2625 MIDDLEFIELD RD. #664, PALO ALTO, CA 94306 and with its principal place of business located at 171 12th Street, Oakland, California 94607.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above and will end on July 31, 2024.

The service contract may be extended after July 31st upon agreement by both parties.

GREEN SOURCE JANITORIAL	AIMS K-12 COLLEGE PREP CHARTER DISTRICT
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____
Title: _____	Title: _____

AIMS K-12 COLLEGE PREP CHARTER DISTRICT

Job Specifications

Entrances

Task Description	Service Days
Detail Dust - High And Low Areas	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	4 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

School Hallways

Task Description	Service Days
Detail Dust - High And Low Areas	Monthly
Detail Vacuum All Carpet	1 day/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Auto Scrub Hard Surface Floor - 36 in. Scrubber	1 day/wk.

Offices

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

Meeting Rooms

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly

Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Arrange Furniture	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

Classrooms

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	1 day/wk.
Detail Dust - High And Low Areas	Monthly
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

Library

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

Cafeteria

Task Description	Service Days
Detail Dust - High And Low Areas	Monthly
Arrange Furniture	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Empty And Remove Trash	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.

Vacuum Walk-Off Mats	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.

Kitchen

Task Description	Service Days
Detail Dust - High And Low Areas	1 day/wk.
Wipe Front, Sides And Legs Of Appliances, Dispensing Machines And Work Tables	5 days/wk.
Sweep Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean All Ceiling Vents	Monthly
Empty And Remove Trash	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.
Clean Food Prep Tables And Counters Using Appropriate Cleaner	5 days/wk.
Clean Front And Sides Of Refrigerator	5 days/wk.

Art Rooms

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.

Staff Lounge

Task Description	Service Days
Detail Dust - High And Low Areas	Monthly
Vacuum Or Brush Upholstered Furniture	Monthly
Arrange Furniture	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.

Empty And Remove Trash	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.

Restrooms

Task Description	Service Days
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	5 days/wk.

Locker Rooms

Task Description	Service Days
Wipe Clean Fronts And Tops Of Lockers	1 day/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean And Disinfect Showers	5 days/wk.

Utility Rooms

Task Description	Service Days
Detail Dust - High And Low Areas	Monthly
Sweep Hard Surface Floors	1 day/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	1 day/wk.

Day Porter

Task Description	Service Days
Maintain Contact With Manager, Complete Duties Assigned And Respond Promptly To Requests	5 days/wk.
Maintain Restrooms And Break Rooms; Keeping Them Clean, Removing Trash As Needed And Keeping Supply Dispensers Well Stocked At All Times	5 days/wk.
Keep Entry-Door Glass Clean, Lobby Areas Orderly And Hallways Free Of Dirt And Debris	5 days/wk.
Mop Up Weather Related Water And Salt-Tracking Near Entries And In Hallways, As Well As Spill Clean-Up When Needed	5 days/wk.
Keep All Public Areas Clean, Orderly And Well Maintained	5 days/wk.
Empty Trash And Replace Liner From Any Container Requiring Service During Shift	5 days/wk.

Clean Common Areas, Dusting And Wiping Furniture With Appropriate Microfiber Cloth Or Cleaner As Well As Sills, Lights And Vents As Needed	5 days/wk.
Maintain, Keep Clean And Properly Store All Equipment In Assigned Area	5 days/wk.

Other Requirements

Task Description	Service Days
Site Supervision	5 days/wk.
Gather Supplies And Equipment For Shift	5 days/wk.
Clean And Arrange Janitor Closet	5 days/wk.
Prepare For The Next Day	5 days/wk.
Turn Off Lights - Per Instructions	5 days/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	5 days/wk.

Coversheet

AIMS Salary Schedule PROPOSED FY 24-25

Section:	IV. Action Items
Item:	B. AIMS Salary Schedule PROPOSED FY 24-25
Purpose:	Vote
Submitted by:	
Related Material:	AIMS Salary Schedule Cover Letter.pdf AIMS Salary Schedules PROPOSED FY24-25 (2).xlsx

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung
Position/Title: Director of Program Compliance
Department: Department of Program Compliance
Date of Submission (MM/DD/YYYY): 4/8/2024

Item Details

Title of Item: AIMS Salary Schedules FY24-25
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:
Annual update of salary schedules to ensure working days are in alignment

Approvals

Has this item been reviewed by:

- ☐ Superintendent
- ☐ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☑ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:
Will need to be reviewed by governance committee

If no: Explain why:
Board meeting is future date 4/16/2024

Deadline Information

Is there a submission deadline for this item?

☐ Yes ☑ No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $ N/A

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other:

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

AIMS Salary Schedules PROPOSED FY24-25 (2).xlsx

Coversheet

Technology Agreement

Section: IV. Action Items
Item: C. Technology Agreement
Purpose: Vote
Submitted by:
Related Material: Technology Consultant Agreement and Cover Letter.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Marisol Magana
Position/Title: Director
Department: Health & School Support Services
Date of Submission (MM/DD/YYYY): 04/19/2024

Item Details

Title of Item: Technology Consultant Agreement
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

- ☐ Superintendent
- ☐ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☐ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other:

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") is dated this _____ day of _____, _____.

CLIENT	CONSULTANT
American Indian Model School 746 12th Street Oakland, CA 94607 (the "Client")	Clive Isip (dba Intelligent Connectivity) (the "Consultant")

BACKGROUND

A. The Client is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide consulting services to the Client.

B. The Consultant is agreeable to providing such consulting services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Consultant to provide the Client with the following consulting services (the "Services"):
    - Provide strategic management advice, troubleshoot technical issues, offer expertise in areas such as hardware, software, networks, security, and project management in order to integrate and maximize the value of IT systems.
    - Provide hardware/software/cloud items and services.
2. The Services will also include any other tasks which the Parties may agree on. The Consultant hereby agrees to provide such Services to the Client.

TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.

4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 60 days' written notice to the other Party. The Consultant has 45 days to remediate reasonable service issues with the Client.

5. In the event that either Party breaches a material provision under this Agreement, the nondefaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.

6. This Agreement may be terminated at any time by mutual agreement of the Parties.

7. Except as otherwise provided in this Agreement, the obligations of the Consultant will end upon the termination of this Agreement.

PERFORMANCE

8. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

9. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION

10. The Consultant will charge the Client for the Services at the rate of **$150.00** per hour (the "Compensation") for first year of this Agreement. For the second and ensuing years, the Consultant reserves the right to increase the rate to a reasonable level as warranted by the services being required.

11. Invoices submitted by the Consultant to the Client are due within 15 days of receipt.

REIMBURSEMENT OF EXPENSES

13. The Consultant will be reimbursed from time to time for reasonable and necessary expenses incurred by the Consultant in connection with providing the Services.

14. All expenses must be pre-approved by the Client.

INTEREST ON LATE PAYMENTS

15. Interest payable on any overdue amount or an unpaid amount under this Agreement is charged at a rate of 2.00% per month, until the balance is paid.

CONFIDENTIALITY

16. Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private

    or proprietary to the Client and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

17. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will end on the termination of this Agreement except in the case of any Confidential Information which is a trade secret in which case those obligations will last indefinitely.

18. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

OWNERSHIP OF INTELLECTUAL PROPERTY

19. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.

RETURN OF PROPERTY

21. Upon the expiration or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR

22. In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Consultant during the Term. The Consultant is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Consultant under this Agreement.

RIGHT OF SUBSTITUTION

23. Except as otherwise provided in this Agreement, the Consultant may, at the Consultant's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Consultant under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.

24. In the event that the Consultant hires a sub-contractor:

- the Consultant will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Consultant.

- for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Consultant.

AUTONOMY

25. Except as otherwise provided in this Agreement, the Consultant will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Consultant will work autonomously and not at the direction of the Client. However, the Consultant will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

26. Except as otherwise provided in this Agreement, the Consultant will provide at the Consultant's own expense, any and all equipment, software, materials and any other supplies necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY

27. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

28. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties:

a. American Indian Model School

b. Clive Isip (dba Intelligent Connectivity)

Either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally and/or (b) electronic mail.

INDEMNIFICATION

29. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occur in connection with this Agreement. This indemnification will survive the termination of this Agreement.

MODIFICATION OF AGREEMENT

30. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

TIME OF THE ESSENCE

31. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

32. The Consultant will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

33. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

ENUREMENT

34. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES/HEADINGS

35. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER

36. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW

37. This Agreement will be governed by and construed in accordance with the laws of the State of California.

SEVERABILITY

38. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

39. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of _____, _____.

American Indian Model School

Name:

Position:

Date:

Signature:

Clive Isip (dba Intelligent Connectivity)

Name:

Position:

Date:

Signature:

Coversheet

SB-740 Charter School Facility Grant Program

Section: IV. Action Items
Item: D. SB-740 Charter School Facility Grant Program
Purpose: Vote
Submitted by:
Related Material: SB 740 - Charter School Facility Grant and Cover Letter.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Marisol Magana
Position/Title: Director
Department: Health & School Support Services
Date of Submission (MM/DD/YYYY): 04/19/2024

Item Details

Title of Item: SB 740 - Charter School Facility Grant Program Presentation
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

- ☐ Superintendent
- ☐ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☑ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:
N/A
If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 06/05/2024

Financial Information (if applicable):

Total Cost: $
Is this expenditure included in the annual budget?

☐ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other:

Charter School Facility Grant Program

(Senate Bill 740 Program)

SB-740

The Charter School Facility Grant (SB740) Program provides annual grants to offset annual on-going facility costs for charter schools that service a high-percentage of students eligible for free or reduced-price meals (FRPM) or located in a public elementary school boundary serving a similar demographic.

Funding Formula – Lesser of the following:

- $1,432 x Average Daily Attendance (ADA);
- 75% of reimbursable costs associated with rent/lease costs

The Online Application will be available on CSFA's website on Monday, April 15, 2024 at 11:00 am

Application deadline **Wednesday, June 5, 2024 at 5:00 pm** – Late Applications may not be funded or accepted. • Only Online Applications will be accepted.

Eligibility

Eligible Costs

- Facility costs associated with sites not owned by either a School District or County Office of Education (not located in a district/Prop 39 facility)
- Costs associated with rent, lease, and/or remodeling, deferred maintenance, initially installing service systems, site improvements, etc.
- Classroom-based instruction

Good Standing – Form sent to and completed by Authorizers

- Compliance with charter agreement;
- No pending corrective actions or notice of intent to revoke;
- If good standing is restored by the end of the fiscal year, Applicant will be eligible;
- No response from Authorizers will be presumed as acknowledgment of Good Standing

Legal Status Questionnaire

- Applicant must disclose any past or current legal, civil, criminal or regulatory investigations

Conflict of Interest Vetting

- Applicants must comply with all federal and state laws associated with conflicts of interests including but not limited to Government Code 1090 and Public Records Act of 1974, etc.

Steps required to be eligible

- Establishment of a Limited Liability Corporation (LLC) is required.
- The LLC must acquire ownership of the 12th Street Property.
- Facilitate the transfer of ownership and draft a lease agreement for subsequent leasing back to the schools.
- Complete registration with the State Treasurer for the application process.
- Conduct an appraisal of the property.

Coversheet

PowerSchool SIS

Section: IV. Action Items
Item: E. PowerSchool SIS
Purpose: Vote
Submitted by:
Related Material: PowerSchool SIS Cover Letter and Document.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Marisol Magana
Position/Title: Director
Department: Health & School Support Services
Date of Submission (MM/DD/YYYY): 04/19/2024

Item Details

Title of Item: Powerschool SIS Contract 2024-2025
Is this item a: ☐ New Submission
☑ Renewal
If Renewal: Please summarize any changes from the previous submission:
Increase of $1505.8 from 2023-2024 to 2024-2025

Approvals

Has this item been reviewed by:

- ☐ Superintendent
- ☐ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☐ Yes ☑ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 5/

Financial Information (if applicable):

Total Cost: $ 20,360.70

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other:

PowerSchool
Powering Brighter Futures

Remit Email: aashna.narain@powerschool.com
Quote Date: 2-APR-2024
Quote #: Q-853386-1

Sales Quote - This is Not An Invoice

Prepared By:	Aashna Narain	Customer Contact:	Marisol Magana
Customer Name:	American Indian Model Schools	Title:	Operations Director
Contract Term:	12 Months	Address:	171 12th St #200
Start Date:	1-JUL-2024	City:	Oakland
End Date:	30-JUN-2025	State/Province:	California
Billing Frequency:	Annually	Zip Code:	94607
		Phone #:	510-220-5044

Product Description	Quantity	Unit	Unit Price	Extended Price
Initial Term 1-JUL-2024 - 30-JUN-2025 License and Subscription Fees				
PowerSchool SIS Hosting SSL Certificate		1.00	Each	USD 573.10
PowerSchool SIS Hosted Subscription		1,295.00	Students	USD 19,787.60

License and Subscription Totals: **USD 20,360.70**

Quote Total

Initial Term	**1-JUL-2024 - 30-JUN-2025**
Amount To Be Invoiced	**USD 20,360.70**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Mar2024/, as may be amended.

By either (i) executing this quote or (ii) accessing the services described herein, Customer agrees that the subscription for such services will continue for succeeding subscription periods on the same terms and conditions as set forth herein (subject to a standard annual price uplift) unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the current subscription period.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 17-OCT-2023

American Indian Model Schools

Signature:

Printed Name:
Marisol Magana

Job Title:
Health & School Support Services Director

Date:

PO Number: _____

Coversheet

Cal-Shape

Section: IV. Action Items
Item: F. Cal-Shape
Purpose: Vote
Submitted by:
Related Material: Cal-Shape.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Marisol Magana
Position/Title: Director
Department: Health & School Support Services
Date of Submission (MM/DD/YYYY): 04/19/2024

Item Details

Title of Item: Cal-Shape Phase 2 - Upgrades and Replacements Program
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

- ☐ Superintendent
- ☐ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☑ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 5/31/2024

Financial Information (if applicable):

Total Cost: $ 2,600,000

Is this expenditure included in the annual budget?

☐ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other:

Cal-Shape Phase 2 Upgrades and Replacements Program

Cal-Shape - Background

In 2021 AIMS board approved the submission of AB-841 Cal-Shape Phase 1 application for AIMS MS/AIPCS II, allowing us to conduct a comprehensive study of our ventilation system.

With the findings in hand, AIMS can advance to Cal-Shape Phase 2.

Bay City Mechanical conducted the study and their recommendations entail an upgrade costing $2.6 million.

Cal-Shape - Phase 2

Under Cal-Shape AIMS MS and AIPCS II—is eligible for up to $2 million per school in expenses for ventilation upgrades and replacements.

As this project operates on a reimbursement basis, we must cover at least 50% of the equipment cost upfront.

The deadline to apply for the Phase 2 Upgrades and Replacements grant is **May 31, 2024.**

Request - To get approval from Board to submit the application for Cal-Shape Phase 2 with energy commission.

Possible Timeline

May 31, 2024 - Apply for Phase 2 Upgrades and Replacements grant

Fall 2024 - Application is approved

Fall 2024 - Make equipment purchases

Summer/Fall 2025 - Upgrades and Replacements begin

Coversheet

Enroll Oaks MOU

Section: IV. Action Items
Item: G. Enroll Oaks MOU
Purpose: Vote
Submitted by:
Related Material: Enroll Oaks MOU.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Marisol Magana
Position/Title: Director
Department: Health & School Support Services
Date of Submission (MM/DD/YYYY): 04/19/2024

Item Details

Title of Item: Oakland Enrolls MOU
Is this item a: ☐ New Submission
☑ Renewal
If Renewal: Please summarize any changes from the previous submission:
Increase of $530 per school for a total of $1590 increase from previous agreement

Approvals

Has this item been reviewed by:

- ☐ Superintendent
- ☐ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☐ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $ 36,000
Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other:

Oakland Enrolls	**OAKLAND ENROLLS MEMORANDUM OF UNDERSTANDING FOR PARTICIPATING CHARTER PARTNERS (2024-2025 School Year)**

This **Memorandum of Understanding** ("**MOU**") is entered into by _American Indian Model Schools_ ("**Charter Partner**") and Oakland Enrolls, a California Nonprofit Public Benefit Corporation, effective August 1, 2024 ("**Effective Date**") Charter Partner and Oakland Enrolls are sometimes referred to in this MOU individually as "**Party**" and together as "**Parties.**"

BACKGROUND

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

RIGHTS AND RESPONSIBILITIES

1. Description of Oakland Enrolls common charter application.

a. ***Timeline*** – Charter Partners participating in the city-wide charter enrollment system will follow the following timeline for the 2024 - 2025 School Year ("**SY**"), in service of preparing for the 2025 - 2026 enrollment year. The timeline is subject to change at the discretion of Oakland Enrolls, and Charter Partner will be required to follow any changes implemented by Oakland Enrolls:

- September 27, 2024 – Review and finalize lottery preferences for SY 2025-2026
- November 11, 2024 – On-Time application launch for SY 2025-2026
- December 6, 2024 - Charter Partner will share their Fall 1 Submission CALPADS 8.1 Student Profile List as of October 2024
- January 2025 – Lottery verification
- February 14, 2025 – On-Time applications due
- February 18, 2025 – Late applications launch
- March 3-5, 2025 – Schools run lotteries, offers remain in Pre-Offer status
- March 6, 2025 – All offers made public by Oakland Enrolls
- March 20, 2025 – On-Time lottery confirmation deadline
- March 21, 2025 – Bulk rescind of On-Time lottery offers by Oakland Enrolls

- May 22, 2026 – Application closes for all schools (best guess date)

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

i. *Multiple Languages*: the common application is available in five languages (English, Spanish, Chinese, Arabic, Vietnamese) .
ii. *School Offer and Acceptances:* A family is only allowed to accept one offer per student in the common charter application system.
iii. *On-Time Lottery Offer Launch:* All Charter Partners will publicize On-Time lottery offers to families on the same date via Oakland Enrolls.
iv. *On-Time Lottery Offer Rescind:* Oakland Enrolls will automatically rescind any outstanding On Time lottery offers on the same date, March 21, 2025. Oakland Enrolls' standard messaging gives families 10 business days to accept an offer, but schools may choose to use their own messaging and timeline.

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

i. By the start of December 2024, Charter Partner will share their Fall 1 Submission CALPADS 8.1 Student Profile List as of October 2024;
ii. Oakland Enrolls will use the CALPADS data to assess the full enrollment pipeline, subgroups enrollment information, and pipeline attrition. Oakland Enrolls agrees to handle this data in accordance with the terms set out in **Appendix C**.
iii. Oakland Enrolls will share the CALPADS data with third parties for research purposes.
iv. Shared data will also be used for joint marketing, communications, and outreach activities by the Parties and Oakland Enrolls' individual marketing and outreach activities, and community partnerships, in accordance with applicable law.
v. Select data may be shared with research or community partners to enhance the family experience.
vi. Charter Partner represents and warrants that in assigning the applicable Student Profile Data to and sharing information with Oakland Enrolls including, but not limited to (Confidential Information as defined in **Appendix C**) that Charter Partner is in compliance with the provisions of FERPA, and any amendments thereto. Oakland Enrolls represents and warrants that it is also in compliance with any applicable provisions of FERPA, if any, and any amendments thereto. Furthermore, Charter Partner represents and warrants that it has the requisite consents and is allowed under FERPA, and other applicable laws, to assign Student Profile Data with Oakland Enrolls that Oakland Enrolls would then share with third parties for research purposes. Nothing in this Agreement may be construed to allow either Party to maintain, use, disclose or share information in a manner not allowed by state or federal law or regulation.

2. Charter Partner's Commitments.

a. Charter Partner will complete the following Appendixes prior to signing and returning the MOU:

i. **Appendix A** – Confirmation of Commitments and Services
ii. **Appendix B** – Key Organization Contacts

b. Oakland Enrolls implements the charter enrollment program, in part, through an online school enrollment platform. To participate in the charter enrollment program, Charter Partner must create a portal and give Oakland Enrolls access to Charter Partner's portal. Charter Partner agrees and understands that in order to maintain the health and efficiency of the common application, Oakland Enrolls will have certain access to data and the permission to alter data on Charter Partner's portal.

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

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

e. Charter Partner will provide information to Oakland Enrolls for school choice collateral in a timely fashion and is responsible for updating its editable online school finder profile and attributes as necessary.

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

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

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

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

j. ***Participation Requirements and Estimated Fees***

i. *Required - Enrollment System and Oakland Enrolls Support*: Charter Partner will purchase the following application modules and support through Oakland Enrolls for a period of August 1, 2024 through July 31, 2025 totaling $12,000 per school. Please see **Appendix E** for a more detailed description of Oakland Enrolls support.

1. *Application Modules:* Common Application, Communication, Lottery, Waitlist
2. *Oakland Enrolls Support:* Operations Support, Access to Family Support, Advocacy, Political, & Communications Support, Marketing & Recruitment Support, Data & Analysis, Network Benefits, Oakland Enrolls Council Membership.

ii. *Optional - Oakland Enrolls additional services*: Charter Partner may opt to purchase the following optional Oakland Enrolls services. Please see **Appendix F** for a more detailed description of optional services.

Operations Support: Standard Package	$5,000 per school
Operations Support: Intensive Package	$13,000 per school
Enrollment Support: Early Applicant Package	$4,000 per school
Enrollment Support: Parent as Messengers Package	$7,000 per school
Enrollment Support: Applicant Conversion Package	$9,000 per school
Enrollment Support: All Inclusive Package	$15,000 per school
Marketing Support Package	$2,000 per school
School Program Support Package	$4,000 per school
Political and Advocacy Support Package	$5,000 per school
Graphic Design Support: Light Support Package	$3,000 per school
Graphic Design Support: Medium Support Package	$5,000 per school
Graphic Design Support: Intensive Support Package	$7,500 per school

iii. *Optional - Enrollment System components*: Charter Partner may opt to purchase additional modules from the software vendor, including registration and re-enrollment modules, if applicable. Oakland Enrolls recommends the module license(s) start/end dates align with the Common Application license.

k. Summary of Roles and Responsibilities

i. Oakland Enrolls has summarized roles and responsibilities for Charter Partner, Oakland Enrolls, and the software vendor to help provide clarity around who is responsible for what. This is not meant to be comprehensive, rather a summary to provide guidance. See **Appendix D**.

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

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

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

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

b. Oakland Enrolls will continue to explore new policies to enhance the universal enrollment process. In assessing new policies, Oakland Enrolls retains ultimate decision-making authority to decide what policies to implement and how, but it commits to bringing potential policies to the Council for review.

4. Mutual Commitments, Terms and Conditions.

a. ***Term*** – The term of this MOU is from August 1, 2024 to July 31, 2025 ("**Term**"), at which point Oakland Enrolls shall have no obligation or duties to Charter Partner to provide services under this MOU. Charter Partner's obligation to pay any fees due under this MOU shall survive the Term of this MOU. The provisions of section 3(k) and 3(l), all of the provisions of section 4, and any other provision reasonably intended to survive the Term of this MOU will survive the termination or expiration of this MOU.

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

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

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

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

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

Accepted and agreed to by: American Indian Model Schools	Accepted and agreed to by: Oakland Enrolls
Signature: _____	Signature: Lisa Gibes de Gac
Name: _____	Name: Lisa Gibes de Gac
Title: _____	Title: Executive Director

APPENDIX A:

Confirmation of Commitments and Services for

August 1, 2024 through July 31, 2025

Charter Partner will purchase:	Brief Description	Cost Per School
Required Services		
✓ Yes	Common charter application with modules: application, communication, lottery, and waitlist. Fee includes licensing, enhancements, administration, and translation costs. Oakland Enrolls Support Services: Operations Support, Access to Family Support, Advocacy, Political, & Communications Support, Marketing & Recruitment Support, Data & Analysis, Network Benefits, Oakland Enrolls Council Membership.	$12,000 per school
Optional Services offered by Oakland Enrolls (see Appendix F for description of services). Please choose a service below by checking the box on the left. ***Note: the items below are Oakland Enrolls services, not software modules.***		
☐	Operations Support: Standard Package	$5,000 per school
☐	Operations Support: Intensive Package	$13,000 per school
☐	Enrollment Support: Early Applicant Package	$4,000 per school
☐	Enrollment Support: Parent as Messengers Package	$7,000 per school
☐	Enrollment Support: Applicant Conversion Package	$9,000 per school
☐	Enrollment Support: All Inclusive Package	$15,000 per school
☐	Marketing Support Package	$2,000 per school

☐	School Program Support Package			$4,000 per school
☐	Political and Advocacy Support Package			$5,000 per school
☐	Graphic Design Support: Light Support Package			$3,000 per school
☐	Graphic Design Support: Medium Support Package			$5,000 per school
☐	Graphic Design Support: Intensive Support Package			$7,500 per school
Total Cost				
AIMS College Prep Elementary formerly known as American Indian Public Charter School II (AIPCS II), AIMS College Prep Middle School formerly known as American Indian Public Charter School (AIPCS), and American Indian Public High School	**# Schools**	3	**TOTAL COST**	**$36,000**

Accepted and agreed to by: American Indian Model Schools

Signature: _____

Name: _____

Title: _____

APPENDIX B:

Key Systems & Organization Contacts

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

What School Information System (SIS) does your school use?:

What School Student Registration System (SchoolMint, Aeries, etc) does your school use?:
PowerSchool

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

School(s)	Name	Title	Email	Phone
AIMS All 3	Marisol Magana	Director	marisol.magana@aimsk12.org	O: 510 893-8701 x.13 C: 510 220-9985

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

School(s)	Name	Title	Email	Phone
AIMS All 3	Marisol Magana	Director	marisol.magana@aimsk12.org	O: 510 893-8701 x.13 C: 510 220-9985

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

School(s)	Name	Title	Email	Phone
AIMS All 3	Deborah Woods	Special Education Director	deborah.woods@aimsk12.org	

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

School(s)	Name	Title	Email	Phone
AIMS All 3	Marisol Magana	Director	marisol.magana@aimsk12.org	C: 510 220-9985

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

School(s)	Name	Title	Email	Phone
AIMS All 3	Kevin Ma	Admin	kevin.ma@aimsk12.org	510-893-8701
AIMS All 3	Melanie Brewster	Clerk	melanie.brewster@aimsk12.org	
AIMS All 3	Mayra Contreras	Registrar	mayra.contreras@aimsk12.org	510-893-8701
AIMS All 3	Vinson Ma	Clerk	vinson.ma@aimsk12.org	510-893-8701

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

School(s)	Name	Title	Email	Phone

AIMS All 3	Suzen Chu	Director	Suzen.chu@aims12.org	510-893-8701

Family Facing contact(s): Charter Partner may have as many Family Facing contacts as needed, with at least 1 per school. Family Facing contacts are staff at your organization whom Oakland Enrolls can direct families to with questions about applications, enrollment, and or registration . Please clearly identify the lead Family Facing contact for each individual school in your organization (if applicable).

School(s)	Name	Title	Email	Phone
AIMS All 3	Mayra Contreras	Registrar	mayra.contreras@aimsk12.org	510-893-8701

APPENDIX C:

Policy Regarding Data Shared under the MOU

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

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

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

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

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

APPENDIX D:

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

	Oakland Enrolls	Participating Schools	Software Vendor
Gather Info for Application, Lotteries	primary	secondary	
Confirm Lottery Preferences	secondary	primary	
Build Application	secondary		primary
Manage Application, Provide Translations, Provide Messaging	primary	secondary	
Data Clean Up: Duplicates (no data shared with any party aside from school or applying family)**	only (On-Time)	only (Late)	
Support Lottery Setup	secondary		primary
Confirm/Approve Lottery Setup		only	
Run Lottery		only	
Build Registration Packets		primary	secondary
Setup Online Registration		primary	secondary
Manage Online Registration		primary	secondary
Ongoing Operations Support	primary (depending on level)		primary (depending on level)
Product User Training	primary		secondary
SchoolFinder Updates	secondary*	primary	

OUTREACH: SCHOOL-SPECIFIC		only	
OUTREACH: GENERAL PROCESS	primary	secondary	

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

APPENDIX E: OAKLAND ENROLLS SUPPORT SERVICES

Purpose: Describe the required school services offered by Oakland Enrolls in more detail.

Oakland Enrolls Support Service Package (Required)
$12,000 per school
Software Vendor Fees & Administration - Common application - Lottery and waitlist - Family communications within application portal - Oakland Enrolls School Finder - Oakland Enrolls Administration
Operations - Operations Scorecard - Access to resource folder - Operations Newsletter - Operations Calendar - Operations Trainings - Creating portal logins for school admins - Standard automatic messaging - Support with troubleshooting, lottery setup, and registration (from software vendor support team only)
***Advocacy, Political, & Communications Support** - Develop and distribute power data reports (parent survey, Great Schools analysis, demand) to advocacy partners - Send 2 annual newsletters to all Oakland Enrolls contacts to promote the sector with power data - C3 voter awareness emails to all Oakland Enrolls contacts
Family Support - Full-time year-round access to multilingual application support for families by phone, text, and email - Newcomer student concierge enrollment service

Marketing & Recruitment - *Oakland Enrolls Charter School Choice Fair participation - Website language for On-Time & Late application period - Oakland Enrolls events calendar access - Year-Round Community Outreach & Marketing
Data & Analysis - Ad hoc data pulls for aggregate student information - OE will correct On Time duplicate applications by calling all families with duplicate apps, confirming information, canceling duplicate apps and making changes
Network Benefits - Participate in a network that includes over 97% of Oakland's charter schools - Reap the benefits of a system maintained by an organization solely focused on enrollment, with institutional knowledge, and a focus on continuous improvement - Contributing to a system striving for equity in enrollment practices - Community of support and solidarity in face of shifting political winds - Administrative time and cost saved with enrollment, marketing, and software vendor management
Oakland Enrolls Council Membership - Voting - Quarterly update meetings - Network-wide enrollment updates - Updates from Oakland Enrolls Executive Director & Team

APPENDIX F: OAKLAND ENROLLS OPTIONAL SERVICES

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

Oakland Enrolls Optional Services
Per-School Pricing Below
Operations Support These support packages are designed to provide new school operations administrators or schools who have limited operations capacity with 1:1 training related to Oakland Enrolls, the Common Application, school lotteries, managing offers, and communications in the application platform. ● **Standard Package: $5,000** This package includes 1:1 operations training for new ops staff, application management support (support with login issues, reports/app index, navigating communications, editing student applications, managing student profiles), customized automatic messaging, and application system/vendor troubleshooting from Oakland Enrolls team. ● **Intensive Package: $13,000** This package includes all of the above, plus ongoing On-Time & Late Application Period support (weekly reports, messaging to families, phone outreach to families), and support in managing ongoing offers (reports, suggested messaging content, tracking success of messaging).

Enrollment Support
The Enrollment Support packages offers a variety of services designed to target your school's greatest enrollment challenges.

- **Early Applicant Package: $4,000**
  This package is for schools who receive a low number of applications. Oakland Enrolls will work with your school to create a SWOT analysis and basic marketing plan (may include the need for additional services).

- **Parent as Messengers Package: $7,000**
  This package is for schools who want to take the next step in bolstering their marketing and increasing the number of applications their school receives. It includes the Early Applicant Package services plus a word-of-mouth marketing plan and parent training workshops (train the trainer model).

- **Applicant Conversion Package: $9,000**
  This package supports schools who want support in converting families who have applied to accepting offers. Schools will receive applicant funnel management support (outreach training and management including scripts, schedule and lists, recommendations on conversion and keep warm events, communications).

- **All Inclusive Package: $15,000**
  This package is for schools that want enrollment support at all phases of their "funnel." It includes all of the above Enrollment Support package services that tackles all phases of the application funnel from increasing applicants to converting them to accepting offers.

Marketing Support Package: $2,000
This support package helps schools who want coaching on how to create a strong Oakland Enrolls School Finder school profile. Schools will receive 5 hours of 1:1 coaching on content.

School Program Support Package: $4,000
For schools who are looking to iterate on their program offerings, Oakland Enrolls is able to support in understanding the city landscape and demand. Oakland Enrolls would conduct a landscape analysis and assess demand data for current and potential programs.

Political and Advocacy Support Package: $5,000
These packages will support schools who will be/are in the process of renewing their charter. Oakland Enrolls will provide school-specific data and analysis. This package includes Oakland Enrolls' Power of Choice data, demand data, and can highlight the subgroups well served by the school.

Graphic Design Support
Oakland Enrolls partners with a graphic design vendor and Charter Partner to aid in Charter Partner's marketing efforts. These packages will give your school a toolkit with tangible materials you can start using immediately.

- **Light Package: $3,000**
  This package includes a suite of school-specific collateral (10 items) including social media graphics.

- **Medium Package: $5,000**
  This includes all of the above plus 10 additional collateral items (20 total), strategy sessions with the graphic design partner, a brand style guide.

- **Intensive Package: $7,500**
  This includes all of the above plus 10 additional collateral items (30 total), email signatures and header/footers.

Coversheet

23-24 Contract Submission

Section: IV. Action Items
Item: H. 23-24 Contract Submission
Purpose: Vote
Submitted by:
Related Material: 23-24 Contract Submission Cover Letter.pdf
2023-2024 Contract Submission for Board Approval (4).xlsx.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung
Position/Title: Compliance Director
Department: Program Compliance
Date of Submission (MM/DD/YYYY): 04/19/2024

Item Details

Title of Item: Employee Contracts & Extended Contracts FY23-24
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

- ☑ Superintendent
- ☑ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
Item is being brought to finance and board for final approval.

Deadline Information

Is there a submission deadline for this item?

☐ Yes ☑ No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other:

POSITION CODE	SITE LOCATION	RESOURCE	EMPLOYEE	FY23-24 POSITION TITLE	FTE FUNDED	FY23-24 SALARIES/WAGES	11/12 MONTH
ADMIN0003	High School	General	Mary Lemon	Administrative Assistant	FULL 1.00	$61,935.30	12 MONTH
EXEC0003	AIMS K12 District (CMO)	General	Ahsjanae Hutchings	Executive Assistant to the Board	FULL 1.00	$69,147.00	12 MONTH

OBJECT	SITE LOCATION	RESOURCE	PROGRAM/DEPT	EMPLOYEE	POSITION TITLE	Type of Pay	PAY FOR EXTENDED WORK	Unstricted/Restricted	Start/End Date of Work
TBD	40	TBD	High School	Chaniel Clark	Head of Academics	Stipend	$11,000		August 2023-June 2024
TBD	30	ELOP	305	Jamelle Jacques	ELOP Staff/Club Advisor	Stipend	$50.00/hr	ELOP	March 16, 2024-June 30, 2049
TBD	30	ELOP	305	Tara Seo	ELOP Staff/Club Advisor	Stipend	$50.00/hr	ELOP	March 16, 2024-June 30, 2050
TBD	20	ELOP	320	Jonas Szajowitz	ELOP Staff/Club Advisor	Stipend	$75.00/hr	ELOP	March 16, 2024-June 30, 2029
TBD	30	ELOP	305	Jenny Hui	ELOP Staff/Club Advisor	Stipend	$75.00/hr	ELOP	March 16, 2024-June 30, 2030
TBD	30	ELOP	305	Jose Vega	ELOP Staff/Club Advisor	Stipend	$75.00/hr	ELOP	March 16, 2024-June 30, 2031
TBD	30	ELOP	305	Kay Earby	ELOP Staff/Club Advisor	Stipend	$75.00/hr	ELOP	March 16, 2024-June 30, 2032
TBD	30	ELOP	305	Lionell Andrews	ELOP Staff/Club Advisor	Stipend	$75.00/hr	ELOP	March 16, 2024-June 30, 2033
TBD	30	ELOP	305	Yuan Mai	ELOP Staff/Club Advisor	Stipend	$75.00/hr	ELOP	March 16, 2024-June 30, 2034
TBD	30	ELOP	305	Melanie Brewster	ELOP Staff/Club Advisor	Stipend	$75.00/hr	ELOP	March 16, 2024-June 30, 2035