



# AIMS K-12 College Prep Charter District

## Finance Committee Meeting

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### Date and Time

Tuesday September 17, 2024 at 5:30 PM PDT

### Location

746 Grand Ave, Oakland, CA 94610

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

Join Zoom Meeting

<https://us02web.zoom.us/j/6614266860?pwd=czlxWTUwZlZ5Zm41QkhsVXFMTDI3dz09>

Meeting ID: 661 426 6860

Passcode: Pu2kiv

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One tap mobile

+12532050468,,6614266860#,,,,\*071330# US

+12532158782,,6614266860#,,,,\*071330# US (Tacoma)

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Meeting ID: 661 426 6860

Passcode: 071330

Find your local number: <https://us02web.zoom.us/j/6614266860>

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Ahsjanae Hutchings has been designated to receive requests for disability-related information.

odifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Ahsjanae Hutchings at (510) 504-6898 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

[Click To Submit Public Comment](#)

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Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
A. Record Attendance		Ahsjanae Hutchings	1 m
B. Call the Meeting to Order		Director Edington	
<b>II. Public Comment</b>			<b>5:31 PM</b>
A. Public Comment on Agenda Items	Discuss	Ahsjanae Hutchings	4 m
B. Public Comment On Non-Agenda Items	Discuss	Ahsjanae Hutchings	4 m
<b>III. Approve Minutes</b>			<b>5:39 PM</b>
A. Finance Committee Meeting: September 4th, 2024	Approve Minutes	Chris Edington	2 m
<b>IV. Non-Action Items</b>			
<b>V. Action Items</b>			<b>5:41 PM</b>
A. TCI Curriculum	Vote	Christopher Ahmad	2 m

	Purpose	Presenter	Time
<b>B.</b> Teach Like a Champion	Vote	Christopher Ahmad	2 m
<b>C.</b> Executive Summary: Director of Academics, Data, and Performance	Vote	Christopher Ahmad	2 m
<b>D.</b> September Employee Contracts FY24-25	Vote	Tiffany Tung	2 m
<b>E.</b> Executive Summary Epic Brokers FY24-25 Insurance	Vote	Tiffany Tung	2 m
<b>F.</b> The Board will Consider Approving a New Process for Employee Contract Signatures	Vote	Tiffany Tung	2 m
<b>G.</b> Resolution for Educator Permits 2024-2025.	Vote	Marisol Magana	2 m
<b>H.</b> Resolution for Surplus	Vote	Marisol Magana	2 m
<b>I.</b> Consulting Agreement - Intelligent Connectivity	Vote	Marisol Magana	2 m
<b>J.</b> AIMS Athletics - HS BACSAC Fees	Vote	Ashlee Robinson	2 m
<b>K.</b> Epicenter	Vote	Eric Haar	3 m
<b>VI. Closed Session</b>			<b>6:04 PM</b>
<b>A.</b> Public Comment on Closed Session Items	Discuss	Chris Edington	5 m
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 to 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>B.</b> Recess to Closed Session	FYI	Chris Edington	5 m
1. Conference with Real Property Negotiations (Gov. Code Section 54956.89)			
<ul style="list-style-type: none"> <li>• Property: 171 12th Street, Oakland, CA. APN: 002-0081-003-00</li> <li>• Agency negotiator: Steven Leung and Christopher Edington</li> <li>• Negotiating parties: AIMS Board and N1 Capital</li> </ul>			

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> <li>Under negotiation: Rates and pricing</li> </ul>		
2. Conference with Legal Counsel- Anticipated Litigation (Gov. Code Section 54956.9)			
	<ul style="list-style-type: none"> <li>Significant exposure to litigation pursuant to paragraph (2) (3) of subdivision (d) of Section 54956.9: 2 Matters</li> </ul>		
3. Employee Evaluation- Superintendent of Schools			
C. Report from Closed Session	FYI	Chris Edington	5 m
<b>VII. Closing Items</b>			<b>6:19 PM</b>
A. Adjourn Meeting	FYI	Chris Edington	
B. NOTICES	FYI	Ahsjanae Hutchings	

The next regular meeting of the Board of Directors is scheduled to be held Tuesday October 15th, 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. Ahsjanae Hutchings 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 Ahsjanae Hutchings at (510) 504-6898 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

I, Ahsjanae Hutchings, posted this agenda on the AIMS website at [www.aimsk12.org](http://www.aimsk12.org) on September 14th, 2024, before 5:30 PM.

Certification of Posting



# Coversheet

## Finance Committee Meeting: September 4th, 2024

<b>Section:</b>	III. Approve Minutes
<b>Item:</b>	A. Finance Committee Meeting: September 4th, 2024
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Finance Committee Meeting on September 4, 2024

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Finance Committee Meeting

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##### Date and Time

Wednesday September 4, 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/6614266860?pwd=czlxWTUwZlZ5Zm41QkhsVXFMTDI3dz09>

Meeting ID: 661 426 6860

Passcode: Pu2kiv

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One tap mobile

+12532050468,,6614266860#,,,,\*071330# US

+12532158782,,6614266860#,,,,\*071330# US (Tacoma)

---

Meeting ID: 661 426 6860

Passcode: 071330

Find your local number: <https://us02web.zoom.us/j/6614266860>

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[Click To Submit Public Comment](#)

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#### **Committee Members Present**

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

#### **Committee Members Absent**

*None*

#### **Committee Members who arrived after the meeting opened**

C. Edington

#### **Guests Present**

A. Hutchings

### **I. Opening Items**

#### **A. Record Attendance**

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

J. Colly called a meeting of the Finance Committee of AIMS K-12 College Prep Charter District to order on Wednesday Sep 4, 2024 at 5:37 PM.

### **II. Approve Minutes**

#### **A. Finance Committee Meeting: June 26, 2024**

J. Colly made a motion to approve the minutes from Finance Committee Meeting on 06-26-24.

K. Ballentine seconded the motion.

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

### III. Non-Action Items

#### A. Motion to Group Action Items for Purposes of Voting

J. Colly made a motion to To Group Items A-H, J-Z, and AA-AR.

K. Ballentine seconded the motion.

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

### IV. Action Items

#### A. TCI Curriculum

J. Colly made a motion to Approve with the request that the correct updated quote be submitted which was shown to Directors later in the meeting by the Board Executive Assistant.

K. Ballentine seconded the motion.

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

#### B. Quill Writing

J. Colly made a motion to Approved.

M. Woods-Cadiz seconded the motion.

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

#### C. Learning Farm

J. Colly made a motion to Approve.

K. Ballentine seconded the motion.

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

#### D. IXL Renewal-Middle School

J. Colly made a motion to Approve.

K. Ballentine seconded the motion.

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

#### E. IXL Renewal-Elementary School

J. Colly made a motion to Approve.

K. Ballentine seconded the motion.

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

#### F. ETS

J. Colly made a motion to Approve.

K. Ballentine seconded the motion.

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

**G. Elevate**

J. Colly made a motion to Approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**H. Benchmark Advance**

J. Colly made a motion to Approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**I. Employee Contracts FY24-25**

J. Colly made a motion to Approve.  
M. Woods-Cadiz seconded the motion.  
The committee **VOTED** to approve the motion.  
C. Edington arrived at 5:51 PM.

**J. Xerox Lease Renewal**

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

**K. VisiPlex**

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

**L. Vision to Learn MOU**

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

**M. Staples - Chromebooks AIMS MS**

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

**N. Staples - Chromebooks - AIPCS II**

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

**O. Staples - Chromebooks - AIMS HS**

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

**P. SOS Survival Products - AIPCS II**

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

**Q. SOS Survival Products - AIMS MS**

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

**R. SOS Survival Products - AIMS HS**

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

**S. Intelligent Connectivity- Network Switch**

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

**T. Intelligent Connectivity - Security Cameras - AIMS HS**

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

**U. CPR1 AED - AIMS MS**

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

**V. CPR1 AED - AIMS HS**

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

**W.**

### **CPR 1 AED - AIPCS II**

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

### **X. Apple Store - AIPCS II**

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

### **Y. Apple Store - AIMS HS**

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

### **Z. Masks for students and staff - AIPCS II**

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

### **AA.High School Uniforms**

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

### **AB.ESSER III AIPCS II - Plan Update**

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

### **AC.ESSER III AIMS MS Plan Update**

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

### **AD.ESSER III AIMS HS - Plan Update**

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

### **AE. ES/MS Uniforms**

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

#### **AF. ES Uniforms**

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

#### **AG.Green Source Janitorial**

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

#### **AH.Laguna Green Works AIPCS II**

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

#### **AI. Laguna Green Works- HS**

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

#### **AJ. Student Headphones- AIPCS II**

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

#### **AK.Instructional Materials**

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

#### **AL. Attendance Incentives - AIPCS II**

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

#### **AM.Attendance Incentives - AIMS HS**

J. Colly made a motion to Approve.



C. Edington seconded the motion.  
The committee **VOTED** to approve the motion.

**AN.Math Intervention Workbooks - AIPCS II**

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

**AO.Reading Intervention Workbooks AIPCS II**

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

**AP.Writing Intervention Workbooks AIPCS II**

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

**AQ.Air Purifiers- AIMS HS**

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

**AR.Air Purifiers- AIPCS II**

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

**AS.AIMS Sports Budget FY24-25**

J. Colly made a motion to Approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**AT. All Tied Up**

J. Colly made a motion to Approve.  
K. Ballentine seconded the motion.  
The committee **VOTED** to approve the motion.

**AU.MO TSA Amendment 24-25**

J. Colly made a motion to Approve.  
C. Edington seconded the motion.

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

#### **AV. Avalon Fred Finch NPS Master Contract**

J. Colly made a motion to Approve.

C. Edington seconded the motion.

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

#### **AW. Unaudited Actuals (Closing) for fiscal year 23-24**

J. Colly made a motion to Approve.

M. Woods-Cadiz seconded the motion.

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

##### **Roll Call**

M. Woods-Cadiz Aye

K. Ballentine Abstain

J. Colly Aye

C. Edington Aye

#### **AX. Fiscal Policies FY24-25**

J. Colly made a motion to Approve.

M. Woods-Cadiz seconded the motion.

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

##### **Roll Call**

C. Edington Aye

M. Woods-Cadiz Aye

K. Ballentine Abstain

J. Colly Aye

#### **AY. Approved Vendor List FY24-25**

J. Colly made a motion to Approve.

M. Woods-Cadiz seconded the motion.

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

##### **Roll Call**

M. Woods-Cadiz Aye

J. Colly Aye

C. Edington Aye

K. Ballentine Abstain

#### **AZ. ELOP Plan Budget and Updates**

J. Colly made a motion to Approve.

M. Woods-Cadiz seconded the motion.

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

#### **BA.**

### **Transformational Resolution Group Contract & Scope of Work**

J. Colly made a motion to Approve.

K. Ballentine seconded the motion.

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

#### **Roll Call**

M. Woods-Cadiz Abstain

C. Edington Aye

K. Ballentine Aye

J. Colly Aye

### **BB.Motion to Move to Closed Session then Come Back to Address Items BB. and BC.**

C. Edington made a motion to Approve.

J. Colly seconded the motion.

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

### **BC.Proposal to Engage Seth Feldman, EdD, Esq. for Consultancy Services**

C. Edington made a motion to Approve.

J. Colly seconded the motion.

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

### **BD.Campanille Group Engagement and Contract**

C. Edington made a motion to Approve.

J. Colly seconded the motion.

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

## **V. Closed Session**

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

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

Recess to closed session at 6:40 PM.

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

No reports from closed session. Members returned from closed session at 7:05 PM.

## **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 7:07 PM.

Respectfully Submitted,  
C. Edington

**B. NOTICES**

# Coversheet

## TCI Curriculum

<b>Section:</b>	V. Action Items
<b>Item:</b>	A. TCI Curriculum
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Sales Order_ORD181106_1725599774748 (1).pdf TCI Cover Letter.docx (2).pdf



# Sales Order

#ORD181106

9/3/2024

EIN:26-3647766

**Bill To**

Accounts Payable  
American Indian Model Schools  
171 12th St  
Oakland CA 94607

**Ship To**

Christopher Ahmad  
Aims K-12 Clg Prep Charter Dst  
171 12th St  
Oakland CA 94607

**Pending Fulfillment**

**TOTAL**

**\$30,524.26**

**Payment Method**

**PO #**

**Shipping Method**

**Req Ship Date**

10102

1. Ground Commercial (5%)

9/3/2024

Quantity	Backordered	Item	Rate	Amount
17		<b>EL-SS-TL-01</b> Elementary (K-5) Social Studies: Teacher License (1 Yr)	\$0.00	\$0.00
43	0	<b>034-0</b> SSA! Me and My World: Student Edition	\$54.00	\$2,322.00
66	0	<b>089-0</b> SSA! My School and Family: Student Edition	\$54.00	\$3,564.00
83	0	<b>096-8</b> SSA! My Community: Student Edition	\$54.00	\$4,482.00
75	0	<b>475-1</b> SSA! California@s Communities: Student Edition	\$64.00	\$4,800.00
84	0	<b>482-9</b> SSA! California@s Promise: Student Edition	\$64.00	\$5,376.00
91	0	<b>994-7</b> SSA! America@s Past: Student Edition	\$64.00	\$5,824.00

**Subtotal** \$26,368.00

**Tax\*** \$2,837.86

**Shipping Cost** \$1,318.40

**Total** \$30,524.26

Thank you for your business.

**\*Sales Tax:** This amount is an estimate and only applicable for AL, DC, FL, GA, IL, KS, KY, MD, MI, NJ, OH, OK, PA, TX, VA, and WI. If your school is exempt from sales tax and you are a returning TCI customer, we already have your certificate on file. The tax amount will be removed once the order is processed. If you are new to TCI and is exempt from sales tax, please send a copy of the exemption certificate to [info@teachtci.com](mailto:info@teachtci.com) and reference your PO or order number.

**License Orders:** Application Access instructions will be sent to [christopher.ahmad@aimsk12.org](mailto:christopher.ahmad@aimsk12.org).

**Print Orders:** You will receive a shipping confirmation email after your item(s) have shipped.

**Did you know?** You can track/ manage your order at [shop.teachtci.com/manage-orders](https://shop.teachtci.com/manage-orders)

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Whittier, CA 90607  
Only checks are accepted at this location.

**Contact us:**

[info@teachtci.com](mailto:info@teachtci.com)  
[www.teachtci.com](http://www.teachtci.com)



ORD181106



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

### Submitter Information

Full Name: Christopher Ahmad

Position/Title: Director of Data and Academics

Department: Academics

Date of Submission (MM/DD/YYYY): 9/10/2024

### Item Details

Title of Item: TCI Curriculum

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: Bringing the contract to the board for the first time

### Deadline Information

Is there a submission deadline for this item?

☒ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 9/28/2024

### Financial Information (if applicable):

Total Cost:

AIPCS II: \$30,524.26

Is this expenditure included in the annual budget?

☒ Yes ☐ No

Please specify in which plan this expense is indicated:

LCAP - Goal 1, Action 1.1

LCAP 1.1 from AIPCS II.





# Coversheet

## Teach Like a Champion

<b>Section:</b>	V. Action Items
<b>Item:</b>	B. Teach Like a Champion
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	ESTIMATE_1067_from_Array Education.pdf Teach Like a Champion Cover Letter.docx (1).pdf

Array Education

25 Broadway, Fl 3  
 New York, NY 10004  
 tlac@teachlikeachampion.org

Teach Like a CHAMPION®

Quote

ADDRESS

AIMS K-12 College Prep  
 171 12th Street  
 Oakland, CA 94607

QUOTE 1067  
 DATE 09/06/2024  
 EXPIRATION DATE 10/07/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Partnership Trainings	Three in-person half-PD days (topics TBD, dates: 12/2/2024, 1/6/2025, and 3/28/2025), including travel for facilitators	1	30,020.00	30,020.00
TOTAL				USD 30,020.00	

Accepted By

Accepted Date



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

### Submitter Information

Full Name: Christopher Ahmad  
 Position/Title: Director of Data and Academics  
 Department: Academics  
 Date of Submission (MM/DD/YYYY): 9/10/2024

### Item Details

Title of Item: Teach Like a Champion Professional Development

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: Bringing the contract to the board for the first time

### Deadline Information

Is there a submission deadline for this item?

☒ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 9/28/2024

### Financial Information (if applicable):

Total Cost: \$30,020

Is this expenditure included in the annual budget?

☒ Yes ☐ No

Please specify in which plan this expense is indicated:

4410	7435 (LREBG)
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And 6762 Art and Music Grant

# Coversheet

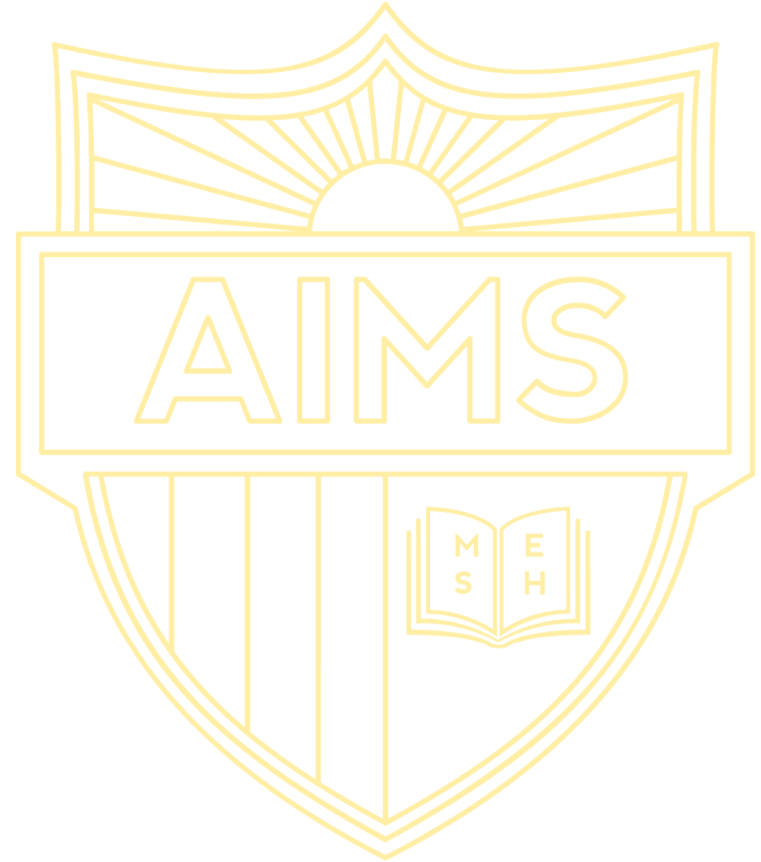
## Executive Summary: Director of Academics, Data, and Performance

<b>Section:</b>	V. Action Items
<b>Item:</b>	C. Executive Summary: Director of Academics, Data, and Performance
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Executive Summary for 9_17_2024 Board Meeting.pptx

# **Executive Summary:**

## **Director of Academics, Data, and Performance**

September 17, 2024



# TCI



Cost: \$30,524.26

Funding: 4100 Textbooks and Materials, 0000-General Fund

Source: LCAP Action 1.1



# What is it?

TCI's [Social Studies Alive!](#) program for elementary classrooms fosters curiosity with student-driven Inquiry Projects. Each unit in the program features a grade-appropriate Inquiry Project, where students explore a compelling question about social studies, conduct research, and write an evidence-based argument.

1. Gathering Visual Evidence
2. Developing Compelling Questions
3. Collecting Evidence
4. Building Additional Content Knowledge
5. Constructing an Argument
6. Taking Informed Action

## Who is it for? Elementary K-5 students

## Materials? Physical Textbooks + Online Digital Student Licenses

# Teach Like a Champion



Cost: \$30,020

Funding: AIPCS II: 6762 Arts, Music, and Instructional Materials Grant

AIPHS and AIMS MS - 7435 Learning Recovery Block Grant

Source:

7435 and 6762



# Teach Like a Champion



## What is it? Professional Development for the 2024-2025 School

**year.** Teach Like a Champion provides educators with a set of techniques, a shared vocabulary, and a framework for practice that equip teachers to achieve dramatic results with their students. Our resources are used by schools throughout the world.

## Who is it for? All K-12 classroom teachers

# Coversheet

## September Employee Contracts FY24-25

<b>Section:</b>	V. Action Items
<b>Item:</b>	D. September Employee Contracts FY24-25
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	September Employee Contracts Board Approval.pdf September Contract Submission for Board Approval FY24-25.xlsx



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

### Submitter Information

Full Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Department: \_\_\_\_\_

### Item Details

Title of Item: \_\_\_\_\_  
Is this item a: ☐ New Submission  
☐ Renewal  
If Renewal: Please summarize any changes from the previous submission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approvals

Has this item been reviewed and  
☐ 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: \_\_\_\_\_

## 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](#):

September Contract Submission for Board Approval FY24-25.xlsx

# Coversheet

## Executive Summary Epic Brokers FY24-25 Insurance

<b>Section:</b>	V. Action Items
<b>Item:</b>	E. Executive Summary Epic Brokers FY24-25 Insurance
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	AIMS Exec Memo EPIC Insurance Brokers FY24-25.docx Executive Summary Epic Brokers FY24-25 Insurance.pdf



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Fax: 510.893.0345  
Website: aimschools.org

**AIPHS**  
*Lakeview Campus*

746 Grand Avenue  
Oakland, CA 94610

Phone: 510.893.8701  
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## **AIMS K-12 COLLEGE PREP**

### **2024-2025 Epic Brokers Executive Summary**

---

AIMS K-12 College Prep, formerly known as American Indian Model Schools continues to partner with Epic Brokers to ensure adequate policies are selected for coverage for negligent employment, retention, supervision, investigation, reporting, and failing to protect someone from abuse. Whether perpetrated by a student, employee, officer, business invitee, or even school volunteer workers. Partnership with Epic Brokers will continue to protect our students and faculty.

#### **Insurance Carriers**

Epic Brokers negotiates on behalf of AIMS K-12 College Prep all insurance carriers for the FY 24-25 year. Below are the insurance carriers that AIMS K-12 College Prep will be working with.

- Great American
- Indian Harbor
- Technology Insurance Company
- State National
- AIG

#### **Insurance Coverage**

- Commercial Property
- Equipment Breakdown
- Crime
- General Liability
- Commercial Auto
- Commercial Umbrella
- Workers Compensation
- Management Liability
- Cyber
- Student Accident





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## Year over year Insurance Comparison: FY 23-24 to FY 24-25

Coverage	Expiring 2023/2024	Renewal 2024/2025
<b>Commercial Property</b>	<b>Great American</b>	<b>Great American</b>
Building	\$12,542,799	\$13,797,079
Business Personal Property	\$2,680,534	\$2,841,366
Business Income Incl Extra Exp	\$0	\$0
Total Insured Values	\$15,223,333	\$16,638,445
Deductible Structure:		
All Other Perils	\$1,000	\$1,000
Flood	not covered	not covered
Earth Movement	not covered	not covered
Rate per \$100 Values	\$0.08	\$0.10
<b>Total Est. Annual Premium</b>	<b>\$12,412.00</b>	<b>\$16,448.00</b>
<b>Equipment Breakdown</b>	<b>Great American</b>	<b>Great American</b>
Breakdown Limit	\$15,473,333	\$16,888,446
Deductible	\$1,000	\$1,000
<b>Total Est. Annual Premium</b>	<b>\$1,250.00</b>	<b>\$1,350.00</b>
<b>Crime</b>	<b>Great American</b>	<b>Great American</b>
Employee Theft	\$50,000	\$50,000
Forgery or Alteration	\$50,000	\$50,000
Money/Securities (Inside)	not covered	not covered
Money/Securities (Outside)	not covered	not covered
Computer Fraud	not covered	not covered
Deductible	\$1,000	\$1,000
<b>Total Est. Annual Premium</b>	<b>\$285.00</b>	<b>\$285.00</b>
<b>General Liability</b>	<b>Great American</b>	<b>Great American</b>
General Aggregate	\$2,000,000	\$2,000,000
Each Occurrence	\$1,000,000	\$1,000,000
Medical Expense	\$5,000	\$5,000
Professional Liability Aggregate	\$2,000,000	\$2,000,000
Professional Liability - Each Claim	\$1,000,000	\$1,000,000
Employee Benefits Liability - Agg	\$1,000,000	\$1,000,000
Employee Benefits Liability - Each Claim	\$1,000,000	\$1,000,000
Self Insured Retention	\$1,000	\$1,000
Abuse/Molestation - Aggregate	\$1,000,000	\$1,000,000
Abuse/Molestation - Ea Conduct	\$1,000,000	\$1,000,000
<b>Total Est. # of Students</b>	<b>1,205</b>	<b>1,345</b>
Rate per Student	33.28	32.66
<b>Total Est. Annual Premium</b>	<b>\$40,098.00</b>	<b>\$43,922.00</b>



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Coverage	Expiring 2023/2024	Renewal 2024/2025
<b>Commercial Auto</b>	<b>Great American</b>	<b>Great American</b>
Bodily Inj/Property Damage	\$1,000,000	\$1,000,000
Uninsured/Underinsured Motorist	\$1,000,000	\$1,000,000
Auto Medical	\$5,000	\$5,000
Hired/Non-Owned Liability	\$1,000,000	\$1,000,000
Deductible Structure:		
Hired Comp	\$500	\$500
Hired Collision	\$500	\$500
Comprehensive	\$500	\$500
Collision	\$500	\$500
# of Units	3	3
Rate per Unit	\$5,004	\$5,985
<b>Total Est. Annual Premium</b>	<b>\$15,012.00</b>	<b>\$17,956.00</b>
<b>Commercial Umbrella</b>	<b>Great American</b>	<b>Great American</b>
Aggregate	\$4,000,000	\$4,000,000
Each Occurrence	\$4,000,000	\$4,000,000
Self Insured Retention	\$10,000	\$10,000
U/L Policies	Auto, GL, EB, Abuse	Auto, GL, EB, Abuse
<b>Total Est. Annual Premium</b>	<b>\$13,552.00</b>	<b>\$20,711.00</b>
<b>Workers Compensation (Feb 1- Feb 1)</b>	<b>Technology Insurance Co</b>	<b>Technology Insurance Co</b>
Workers Compensation	Statutory	Statutory
Employers Liability	\$1,000,000	\$1,000,000
Total Est. Payroll	\$8,657,830	\$9,109,145
Experience Modifier	1.08	1.00
Net Rate	0.70	0.68
<b>Total Est. Annual Premium</b>	<b>\$60,607.00</b>	<b>\$62,079.00</b>
<b>Management Liability</b>	<b>Indian Harbor</b>	<b>Indian Harbor</b>
Annual Aggregate	\$1,000,000	\$1,000,000
Educators Legal Liability	\$1,000,000	\$1,000,000
Employment Practices Liability	\$1,000,000	\$1,000,000
Non-Monetary Defense Aggregate	\$100,000	\$100,000
Non-Monetary Defense Expense	\$50,000	\$50,000
Deductible Structure:		
D&O/ELL	\$50,000	\$50,000
EPL	\$50,000	\$50,000
Non-Monetary Expense	\$50,000	\$50,000
<b>Total Est. Annual Premium</b>	<b>\$51,863.00</b>	<b>\$55,802.00</b>





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Coverage	Expiring 2023/2024	Renewal 2024/2025
<b>Cyber</b>	<b>State National (CFC)</b>	<b>State National (CFC)</b>
Policy Aggregate	\$1,000,000	\$1,000,000
Breach Response	\$1,000,000	\$1,000,000
First Party Loss	\$1,000,000	\$1,000,000
Business Interruption	\$1,000,000	\$1,000,000
Contingent Business Interruption	\$1,000,000	\$1,000,000
Digital Asset Destruction, Data Retrieval	\$1,000,000	\$1,000,000
System Failure	\$1,000,000	\$1,000,000
Social Engineering & Cyber Crime Coverage	\$1,000,000	\$1,000,000
Reputational Loss Coverage	\$1,000,000	\$1,000,000
Breach Response and Remediation Expenses	\$1,000,000	\$1,000,000
Liability		
<i>Deductible Structure:</i>		
Each Incident, Claim, Loss	\$5,000	\$5,000
Reputational Loss Coverage	\$5,000	
<b>Total Est. Annual Premium (Incl fees &amp; tax)</b>	<b>\$7,379.00</b>	<b>\$7,680.00</b>
<b>Student Accident - Base</b>	<b>AIG</b>	<b>AIG</b>
Accidental Death Benefit	\$25,000	\$25,000
Accidental Dismemberment Benefit	\$25,000	\$25,000
Accident Medical Expense Benefit	\$25,000	\$25,000
Aggregate	\$250,000	\$250,000
Self Insured Retention	\$0	\$0
Rate per Student	\$4.59	\$5.75
<b># Students</b>	<b>1205</b>	<b>1345</b>
<b>Total Est. Annual Premium</b>	<b>\$5,530.00</b>	<b>\$6,924.00</b>
<b>Student Accident - CAT</b>	<b>AIG</b>	<b>AIG</b>
Accident Medical	\$6,000,000	\$6,000,000
Self Insured Retention	\$25,000	\$25,000
Rate per Student	\$0.86	\$0.86
<b>Total Est. Annual Premium</b>	<b>\$864.00</b>	<b>\$974.00</b>
<b>TOTAL EST. PROGRAM PREMIUM</b>	<b>\$208,852.00</b>	<b>\$234,131.00</b>



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## **Claims 2023-2024**

AIMS K-12 College Prep 2024-25 EPIC Insurance expenses and findings. There have been zero claims filed against property, liability and workers compensation policies. The school has received 4 claims against the management liability policy, 3 remain open as of 9/01/2024.

Insurance covers all locations under AIMS K-12; AIMS HS, AIMS Middle, AIPCS II.

## **Summary**

For 2024-2025 EPIC Brokers Insurance, will facilitate in collaboration with AIMS K-12 College Prep to find ways to mitigate risk and negotiate lower insurance premiums while maintaining the integrity of the limits and coverage needed to meet contractual obligations and the safety of the students and employees of AIMS.

For 2024- 2025 total premium is \$234,131.00 not inclusive of deductibles on claims filed. This provides insurance coverage for all school activities, site facilities, both ownership and leased operations.





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

### Submitter Information

Full Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Department: \_\_\_\_\_

### Item Details

Title of Item: \_\_\_\_\_  
Is this item a: ☐ New Submission  
☐ Renewal  
If Renewal: Please summarize any changes from the previous submission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approvals

Has this item been reviewed and  
☐ 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: \_\_\_\_\_

## Coversheet

### The Board will Consider Approving a New Process for Employee Contract Signatures

<b>Section:</b>	V. Action Items
<b>Item:</b>	F. The Board will Consider Approving a New Process for Employee Contract Signatures
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Proposal Employee Contract Board Signature.pdf Board Proposal _ Employee Contract Board Signature-2.docx



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

### Submitter Information

Full Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Department: \_\_\_\_\_

### Item Details

Title of Item: \_\_\_\_\_  
Is this item a: ☐ New Submission  
☐ Renewal  
If Renewal: Please summarize any changes from the previous submission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approvals

Has this item been reviewed and  
☐ 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: \_\_\_\_\_



## AIMS K-12 College Prep Charter District

**American Indian Public Charter School II (K-8)** AIMS College Prep Middle School  
171 12th St | Oakland | CA 94607 171 12th St | Oakland | CA 94607

*E* elementary@aimsk12.org  
*T* 510-893-8701  
*F* 510-893-0345

*E* middleschool@aimsk12.org  
*T* 510-893-8701  
*F* 510-893-0345

**AIMS College Prep High School**  
746 Grand Ave | Oakland | CA 94610

*E* highschool@aimsk12.org  
*T* 510-220-5044  
*F* 510-519-5549

www.AIMSK12.org

### Proposal to AIMS K-12 Board of Directors: Employee Contract Board Signatures

**Reason for Proposal:** Following a review by our legal consultant F3 Law, it has been confirmed that an employment contract is not legally enforceable until it has been executed by both parties. As the employer in this scenario is AIMS K-12 Charter District, only the Governing Board holds the authority to enter into such contracts on behalf of the organization. For this reason, a signature from the Board is required on all employment contracts. This responsibility can be delegated to one authorized individual, who signs on behalf of the collective.

To ensure proper legal compliance and efficiency in processing contracts, the AIMS K-12 Compliance Team is proposing a streamlined process for securing Board signatures on employment contracts.

#### Proposed Process:

1. The AIMS Board will approve contracts through the established approval processes.
2. The Board will select and approve a member or agent of the board, who will be empowered to sign on its behalf. We propose the Executive Assistant to the Board of Directors for this role.
3. This designated Member/Agent will digitally apply the signature of the AIMS K-12 Board to the 'Signature of AIMS Board' section of each contract, along with the corresponding date of Board approval.
4. Fully executed contracts will then be submitted to the Compliance Team for tracking and recordkeeping, ensuring they are available for future audit purposes.

This process will enable the timely execution of contracts while maintaining proper oversight, legal compliance, and administrative efficiency.

#### School Board Resolution:

It is resolved that the AIMS K-12 Board of Directors will follow the proposed process starting in FY 24-25 moving forward for all employee contracts/extended contracts.

We respectfully request the Board's approval of this proposal.

Sincerely,  
AIMS K-12 Compliance Team

# Coversheet

## Resolution for Educator Permits 2024-2025.

<b>Section:</b>	V. Action Items
<b>Item:</b>	G. Resolution for Educator Permits 2024-2025.
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Resolution for Educator Permits 2024-2025.pdf



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

### Submitter Information

Full Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Date of Submission (MM/DD/YYYY): \_\_\_\_\_

### Item Details

Title of Item: \_\_\_\_\_  
 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: \_\_\_\_\_



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

AIMS College Prep Middle School, American Indian Public Charter II & AIMS College  
Prep High School as AIMS K-12 College Prep Charter District

**WHEREAS**, the Board of Trustees of AIMS K-12 College Prep Charter District approves that permits submitted to California Teaching Credential be paid by AIMS K-12 College Prep Charter District. Permits such as 30-Day Substitute Permit, Short-Term Staff Permit, Provisional Internship Permit.

**WHEREAS**, the permit will be paid using AIMS K-12 credit card. If the employee decides to pay on their own then they will be able to request a reimbursement from their respective school site.

**WHEREAS**, the Director of Schools will identify funding sources in their revised plans for board approval. This final decision will be made by the Director of Schools in alignment with the overall budget and programmatic needs.

**WHEREAS**, this resolution is only valid for fiscal year 2024-2025 due to teacher shortage.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of as AIMS K-12 College Prep Charter District hereby authorizes that each school site determine the funds that will be used for the permit; on this 17th day of September 2024, 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 September 17, 2024.

# Coversheet

## Resolution for Surplus

<b>Section:</b>	V. Action Items
<b>Item:</b>	H. Resolution for Surplus
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Resolution for surplus.pdf



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

### Submitter Information

Full Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Date of Submission (MM/DD/YYYY): \_\_\_\_\_

### Item Details

Title of Item: \_\_\_\_\_  
 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: \_\_\_\_\_

## **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., electronic equipment (e-waste), 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 of the AIMS K-12 College Prep Charter District, this 17th day of September 2024, 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 September 17, 2024.

# Exhibit A

12th Street			High School		
Device Type	Serial Number	Tag Number	Device Type	Serial Number	Tag Number
Keyboard	n/a	n/a	Keyboards	n/a	n/a
Lenovo 100e 2nd Gen MTK	P204UBN7	5429	Chargers	n/a	n/a
Insignia TV	NKCK2YA010066	2433	HDMI	n/a	n/a
Lenovo 100e 2nd Gen MTK	YX01X1BA	4586	Headphones	n/a	n/a
Creative T15 Wireless Speaker		4938	Powerstrips	n/a	n/a
Creative T15 Wireless Speaker	W7MF1671143003825H	5012	Wacom Tablet	2EW0171000796	n/a
Lenovo 100e 2nd Gen MTK	P204M8YR	1470	100e Chromebook 2nd Gen MTK	YX01X79B	3779
Lenovo 100e 2nd Gen MTK	P204UBPW	1491	100e Chromebook 2nd Gen MTK	p207y6g0	3169
Lenovo 100e	P202W87L	0642	100e Chromebook 2nd Gen AST	p208s7mw	3322
Lenovo 100e 2nd Gen MTK	P2049DRK	1462	100e Chromebook 2nd Gen MTK	p207xmbb	3062
Lenovo 100e 2nd Gen AST	P208V6NP	2235	100e Chromebook 2nd Gen MTK	YX01X8P5	3786
Lenovo 100e 2nd Gen MTK	P204M4D7	1403	100e Chromebook 2nd Gen MTK	p207y68y	3056
Lenovo 100e 2nd Gen AST	P208V6CM	2172	100e Chromebook 2nd Gen AST	p208s7qw	3333
AcerC731	NXGM8AA00165207CFB7600	0262	100e Chromebook 2nd Gen MTK	p207xwzh	3044
Acer CB3-111	NXMQNAA0015120F2A07600		100e Chromebook 2nd Gen MTK	p207xtq7	3100
Lenovo 100e 2nd Gen MTK	P204UBN7	5429	100e Chromebook 2nd Gen MTK	p207y6tz	4390
Lenovo 100e 2nd Gen MTK	P204M4T2	1454	100e Chromebook 2nd Gen MTK	p207xtsh	3083
Lenovo 100e 2nd Gen MTK	P204MFFL	5299	100e Chromebook 2nd Gen MTK	p207xww0	3032
Lenovo 100e 2nd Gen MTK		1380	100e Chromebook 2nd Gen MTK	p207y6dv	3077
Lenovo 100e	P202LV3X	1074	100e Chromebook 2nd Gen MTK	p207y6dd	3121
Lenovo 100e 2nd Gen MTK	P204MG12	1507	100e Chromebook 2nd Gen AST	p208s7q9	3340
Lenovo 100e 2nd Gen MTK	P204LL4C	1365	100e Chromebook 2nd Gen MTK	YX01X66H	3809
Lenovo 100e 2nd Gen MTK	P204UCCP	5301	100e Chromebook 2nd Gen MTK	p207xx98	3031
Dell P2419H	D65BRB3	3598	100e Chromebook 2nd Gen AST	p208s7ka	3352
Dell Keyboard	n/a	n/a	100e Chromebook 2nd Gen AST	p208s7m8	3337
Lenovo 100e 2nd Gen AST	P208SL7M	2264	100e Chromebook 2nd Gen MTK	p207xtqd	3096
Lenovo 100e 2nd Gen AST	P208S61G	2251	HP x360 11 G3 EE	5CD116R29X	4497
Lenovo 100e 2nd Gen AST	P208SLGT	2261	100e Chromebook 2nd Gen MTK	p207y6ys	5657
Lenovo 100e 2nd Gen AST	P208SLP6	2196	100e Chromebook 2nd Gen MTK	YX0333XQ	4340
Lenovo 100e 2nd Gen MTK	P204UBWH	1425	100e Chromebook 2nd Gen MTK	YX01X724	3769
Lenovo 100e 2nd Gen MTK	P204M7KF	1483	100e Chromebook 2nd Gen MTK	p207y6tr	3193
Lenovo 100e 2nd Gen AST	P208SLP2	2249	100e Chromebook 2nd Gen AST	p208slqn	3315
Lenovo 100e 2nd Gen MTK	P204MFGD	1480	100e Chromebook 2nd Gen MTK	p207xx45	3051
Lenovo 100e 2nd Gen MTK	YX01WG6C	5441	HP x360 11 G3 EE	5CD116R3Z8	4483
Lenovo 100e 2nd Gen AST	P208V6R5	2311	100e Chromebook 2nd Gen AST	p208sh20	3260
Lenovo 100e 2nd	P202NBQH	0594	100e Chromebook 2nd Gen AST	p208s7m0	3284
Lenovo 100e 2nd Gen MTK	YX01WG6C	5441	100e Chromebook 2nd Gen MTK	YX0333WY	4363
Lenovo 100e 2nd Gen MTK	YX01WRGK	4577	100e Chromebook 2nd Gen MTK	p207y6yg	3119
Lenovo 100e 2nd Gen MTK	P204UDJW		100e Chromebook 2nd Gen MTK	p207srqm	3248
Creative T15 Wireless Speaker	W7MF1671143004718F	5498	100e Chromebook 2nd Gen MTK	p207y70h	3201
5 Chromebook Chargers			100e Chromebook 2nd Gen MTK	p207y6wl	5654
Lenovo 100e 2nd Gen MTK	YX01X1TL		100e Chromebook 2nd Gen MTK	p207y6p7	3088
Lenovo 100e	P202NFZT	0588	100e Chromebook 2nd Gen MTK	p207y6f6	3092
Lenovo 100e 2nd Gen MTK			100e Chromebook 2nd Gen MTK	p207y6e9	3213
Lenovo 100e 2nd Gen MTK	YX01WGBG	4576	100e Chromebook 2nd Gen MTK	p207y6t4	3141
Lenovo 100e 2nd Gen MTK	P204L.KUL	1394	100e Chromebook 2nd Gen AST	p208s7np	3275
Lenovo 100e 2nd Gen MTK	P204M4RS	1387	100e Chromebook 2nd Gen MTK	p207sr61	3240
AcerC731	NXGM8AA0016511DCF7600	0360	100e Chromebook 2nd Gen MTK	p207y6ve	3164
Lenovo 100e 2nd Gen MTK	YX01X1D7	4562	100e Chromebook 2nd Gen MTK	YX01X905	5650
Lenovo 100e 2nd Gen MTK	P204UC1W	1350	100e Chromebook 2nd Gen AST	p208s7jl	3339
Lenovo 100e 2nd Gen MTK	P204UCMH	1492	100e Chromebook 2nd Gen MTK	p207y6ad	3152
AcerC731	NXGM8AA00170228AF07600	0300	100e Chromebook 2nd Gen MTK 2	yx0332s0	4327
4qty USB Power Adapters			HP x360 11 G3 EE	5CD116R3BQ	5509
Lenovo 100e 2nd Gen AST	P208V6R3	2177	HP x360 11 G3 EE	5CD116R47D	5527
Lenovo 100e 2nd Gen MTK	P204UBCQ	1435	HP x360 11 G3 EE	5CD116R4BT	4454
4 Headphones					
Lenovo 100e Chromebook	P202RNJN	0664			
Acer Chromebook 11 N7	NXGM8AA00165207D457600	0261			
HP Chromebook 11A G6 EE	5CD91353X1	2058			
Acer Chromebook 11 N7	NXGM8AA00165207B817600	0363			
Acer Chromebook 11 N7	NXGM8AA00165207D287600	0286			
Lenovo N22 Chromebook	LR06AMHN	0134			
Lenovo 100e Chromebook 2nd Gen MTK	P204UBZ7	1521			
Lenovo N22 Chromebook	LR06ALKD	0168			
Lenovo N22 Chromebook	LR06AGZC	0028			
Lenovo 100e Chromebook	P202WWEJ				
Acer Chromebook 11 N7	NXGM8AA001706015B37600	0371			
Acer Chromebook 11 N7	NXGM8AA0016511DCB77600				
Acer Chromebook 11 N7	NXGM8AA00170228AD47600	0380			
Acer Chromebook 11 N7	NXGM8AA00165207D327600	0362			
Acer Chromebook 11 N7	NXGM8AA00170228B017600	0312			
Lenovo N22 Chromebook	LR06AMBZ	0161			
Acer Chromebook 11 N7	NXGM8AA00165207CFB7600	0268			
Acer Chromebook 11 N7	NXGM8AA001706015847600	0408			
Lenovo N22 Chromebook	LR06AHKX	0172			
Lenovo 100e Chromebook 2nd Gen MTK	P204M4M7	1363			
Lenovo N22 Chromebook	LR06AHSE	0169			
Lenovo 100e Chromebook 2nd Gen MTK	P204M78Z	1367			
Lenovo 100e Chromebook	P202K00W	0608			
Lenovo 100e Chromebook 2nd Gen MTK	P204UAYU	1426			
Lenovo N22 Chromebook	LR06AHRZ	0029			
Lenovo N22 Chromebook	LR06ALQH	0505			
Samsung XE500C13	0Q9T91GK509896E	1232			
Lenovo 100e Chromebook	P202MUEX	0601			
ASUS Chromebook C200	fbnccx16122746e	0124			









Acer Chromebook 11 N7 (C731, C731T)	NXGM8AA00165207A8E7600	0260							
Samsung Notebook 500c	0Q9T91JK608486B	1245							
Samsung Notebook 500c	0Q9T91JK612770F	1259							
Samsung Notebook 500c	0Q9T91JK703931Z	1255							
Samsung Notebook 500c	0Q9T91GK508949Z	1240							
Samsung Notebook 500c	0Q9T91HK507398B	1253							
Samsung Notebook 500c	0Q9T91HK507059Z	1260							
Samsung Notebook 500c	BA68-11519A10	1258							
Samsung Notebook 500c	0Q9T91GK504901B	1246							
Samsung Notebook 500c	0Q9T91IK601108T	1247							
Samsung Notebook 500c	BA68-11519A10	1249							
Samsung Notebook 500c	0Q9T91GJ615167L	1254							
Samsung Notebook 500c	0Q9T91GK309131M	1231							
Samsung Notebook 500c	0Q9T91CK502965V	1236							
Creative T15 Wireless Speaker	W7MF1671109003117D	4930							
Lenovo 100e	P202NCC8	1076							

# Coversheet

## Consulting Agreement - Intelligent Connectivity

<b>Section:</b>	V. Action Items
<b>Item:</b>	I. Consulting Agreement - Intelligent Connectivity
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Consulting Agreement - Intelligent Connectivity.pdf



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

### Submitter Information

Full Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Date of Submission (MM/DD/YYYY): \_\_\_\_\_

### Item Details

Title of Item: \_\_\_\_\_  
 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

American Indian Model School  
171 12th Street Oakland, CA 94607  
(the "Client")

## CONSULTANT

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.



ACCEPTED BY Client Recipient:

**American Indian Model School**

Name:

Position:

Date:

Signature:

**Clive Isip (dba Intelligent  
Connectivity)**

Name:

Position:

Date:

Signature:

# Coversheet

## AIMS Athletics - HS BACSAC Fees

<b>Section:</b>	V. Action Items
<b>Item:</b>	J. AIMS Athletics - HS BACSAC Fees
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	AIMS Athletics - HS BACSAC Fees.pdf



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

### Submitter Information

Full Name: Julia Li  
Position/Title: Director of Schools  
Department: AIMS Athletics

### Item Details

Title of Item: BACSAC Fees for HS Athletics  
Is this item a: ☐ New Submission  
☒ Renewal

If Renewal: Please summarize any changes from the previous submission:

Some fees have increased through the BACSAC League. The itemized fees have already been approved at the September 4th Board Meeting and Finance Meeting, but this invoice with all fees needs approval.

### Approvals

Has this item been reviewed and

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

### Committee Review

Your paragraph text

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:

The Sports budget was Board approved on September 4th, 2024.

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: \$ 21,600

Is this expenditure included in the annual budget?

☒ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☒ Other: 24-25 AIMS Sports Budget

INVOICE

Bay Area Charter School Athletic  
Conference  
1033 Shoreline Dr  
San Mateo, CA 94404-2004

ro s ario @ b a c s a c . o r g  
+1 (407) 924-5638  
www.bacsac.org



Bill to  
Natalie Glass  
AIMS College Prep High School  
746 Grand Avenue  
Oakland, CA 94610

Invoice details

Invoice no.: 1284  
Terms: Net 45  
Invoice date: 07/15/2024  
Due date: 08/29/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Membership 2024-25	Annual Membership	1	\$3,300.00	\$3,300.00
2.		Cross Country	Includes facility rentals, officiating & administrative charges per sport.	1	\$700.00	\$700.00
3.		Girls Volleyball	Includes court rentals, officiating & administrative charges per sport.	1	\$2,900.00	\$2,900.00
4.		Fall Boys Soccer	Includes facility rentals, officiating & administrative charges per sport.	1	\$3,200.00	\$3,200.00
5.		Girls Basketball	Includes court rentals, officiating & administrative charges per sport.	1	\$2,700.00	\$2,700.00
6.		Boys Basketball	Includes court rentals, officiating & administrative charges per sport.	1	\$2,700.00	\$2,700.00
7.		Spring Girls Soccer	Includes field rentals, officiating & administrative charges per sport.	1	\$3,200.00	\$3,200.00
8.		Boys Volleyball	Includes court rentals, officiating & administrative charges per sport.	1	\$2,900.00	\$2,900.00

Total \$21,600.00

Note to customer

Make Check Payable to: BACSAC  
Send to:  
BACSAC

c/o Peter Hanley  
1033 Shoreline Dr.  
San Mateo, CA 94404

# Coversheet

## Epicenter

Section:	V. Action Items
Item:	K. Epicenter
Purpose:	Vote
Submitted by:	
Related Material:	Ombudsman EpiCenter cover ltr 083024.pdf AIMS K12 College Prep Charter District Epicenter Agreement (2).pdf



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

### Submitter Information

Full Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Date of Submission (MM/DD/YYYY): \_\_\_\_\_

### Item Details

Title of Item: \_\_\_\_\_  
 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: \_\_\_\_\_



## Professional Services Agreement

Whereas, this **PROFESSIONAL SERVICES AGREEMENT** ("Agreement") between **the Institute for Excellence in Education, dba National Charter Schools Institute** (hereafter referred to as the "Institute"), and AIMS K12 College Prep Charter District (hereafter referred to as the "Client") as made effective as of November 15, 2023.

Whereas, the Institute's principal place of business is located at 711 West Pickard Street, Suite M, Mt. Pleasant, Michigan 48858, and the Client's principal place of business is located at the following address:

Client Name: AIMS K12 College Prep Charter District

Contact: Maya J. Woods-Cadiz

Address: 171 12th St. Oakland, California 94607

Whereas, the Client and the Institute share a common vision for educational excellence and wish to work together to implement an innovative web-based software system known as Epicenter.

### Services ("Services") to be Performed:

- 1.1 The Institute will provide the Client with consulting and technical support related to its use of Epicenter.
- 1.2 The Institute will provide the Client with the leadership, guidance and support necessary to setup and configure Epicenter. This includes the following:
  - 1.2.1 Working with the Client to develop and incorporate into Epicenter an annual calendar of oversight requirements, including the file type, meta-data and due date(s) associated with each requirement.
  - 1.2.2 Working with the Client to identify and populate the entities to be included in Epicenter, including schools, boards and EMO/CMOs.
  - 1.2.3 Working with the Client to identify, define and customize the file and data types to be incorporated into Epicenter, including any related metadata.
  - 1.2.4 Working with the Client to configure workflow processes and procedures, including any related notification, submission, review and acceptance protocols.



**1.2.5** Working with the Client to configure security protocols by user, entity and file type.

- 1.3** The Institute will provide the Client and its authorized personnel with access to and use of Epicenter.
- 1.4** The Institute will provide the Client with the orientation, training and support services necessary to use Epicenter.
- 1.5** The Institute will ensure Epicenter's Help Desk and support team are available to the Client during normal business hours (8 a.m. to 5 p.m. EDT) or at other times as requested by the Client.
- 1.6** The Institute will ensure Epicenter is accessible to the Client 24 hours per day, 7 days per week, 365 days per year, except for any planned outages that the Institute will inform the Client of in advance.
- 1.7** The Institute will ensure Epicenter is supported with a professional service level that meets or exceeds industry best practice standards, and complies with applicable state and federal requirements.
- 1.8** Epicenter is currently deployed as a single instance in the Azure hosting environment. The entire environment is isolated/separated logically from all other systems by a fully monitored, HIPAA-compliant firewall within an environment backed by HIPAA, PCI, SSAE 16, SOC 1, SOC 2, and SOC 3 audits.

**2. Client Obligations:**

- 2.1** The Client will work in good faith with the Institute to provide the information necessary to properly setup and configure Epicenter so that it functions in accordance with the Client's practices and user security protocols.
- 2.2** The Client will provide the Institute with timely, accurate and complete information at all times and provide the Institute with feedback regarding how Epicenter is meeting its needs.
- 2.3** The Client is responsible for safeguarding the passwords related to Epicenter and protecting them from disclosure to any unauthorized user(s).
- 2.4** The Client will not, nor will the Client authorize, permit or allow others to (i) reverse engineer, decompile or disassemble the web-based software system known as Epicenter, or otherwise attempt to discover any source code or any trade secrets related to Epicenter; (ii) modify or make derivative works of Epicenter; (iii) sell, lease, license, distribute or sublicense Epicenter; (iv) alter, obscure or modify any trademark or proprietary notice related to Epicenter; or (v) create Internet "links" or "frame" or "mirror" any content from Epicenter.

### 3. Term of Agreement:

**3.1** The term of this Agreement is as follows:

Begin: November 15, 2023

End: June 30, 2024

**3.2** This Agreement shall automatically renew on July 1<sup>st</sup> of each year, unless either the Client or the Institute provides written notice of termination to the other party at least 90 days before the Agreement expires. In the event of such a termination, Client agrees to pay the Institute, pursuant to the terms set forth in this Agreement for all fees incurred as of the effective date of the termination.

**3.3** In the event this Agreement is terminated or not renewed by the Client: (a) the access and use of Epicenter by the Client and its authorized charter public schools will cease, and (b) the Institute will have no further obligation to provide Services to the Client or its authorized charter public schools. To the extent the Client requests the Institute to continue providing any Services after the discontinuation of this Agreement, all of the terms and conditions in this Agreement, including the Client's obligation to pay all compensation associated with such Services, will continue to apply.

### 4. Compensation and Terms of Payment:

**4.1** The Client agrees to pay the Institute for the Services detailed in this Agreement the annual per school cost for its schools, in accordance with the pricing section 4.3. If services begin in the middle of the school year the fee will be prorated by month.

**4.2** When this agreement includes Scorecard(s) or Application Feature, the Project Lead or equivalent will be asked to sign an agreed upon setup plan. Any variations to the Scorecard(s) by the Client after the review stages and sign offs is complete may result in additional costs and/or delayed timelines. There are no other costs associated with this Agreement for Epicenter hosting services.

**4.3** If the Client wishes to renew this Agreement for subsequent years as detailed in section 3.2, the annual cost for each subsequent year will be determined according to the following pricing schedule.

Epicenter Annual Investment	\$5,000 initial school \$2,500 per additional school
Customized Academic Scorecard Initial Set-Up Investment	\$5,075
Academic Scorecard Use Annual Investment	\$200 per scorecard per school
Board Network Annual Investment	\$1,500 per board, up to 10 participants

- 4.4** For each subsequent year the Client renews this Agreement, the Institute will invoice the Client on July 1<sup>st</sup> for the annual cost according to the pricing schedule detailed in section 4.3.

## **5. Data Ownership:**

- 5.1** The Institute acknowledges that the data and documents generated and stored in Epicenter under this Agreement are owned by the Client. Upon termination of this Agreement and upon request from the Client, the Institute will provide electronic copies of all data and documents in the removable media form provided by the Client.

## **6. The Family Educational Rights and Privacy Act:**

- 6.1** The Institute shall maintain student information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). If applicable, the Client agrees to comply with all FERPA requirements prior to providing the Institute with any student education records.

## **7. Confidentiality and Non-Disclosure:**

- 7.1** The Institute understands that while providing the Services identified in this Agreement, the Institute may have access to confidential and/or proprietary information of the Client. The Institute agrees to maintain the confidentiality and privacy of this information and further agrees not to use any of this information for any reason other than the performance of the Services outlined in this Agreement or for educational research authorized by the Client.
- 7.2** The Institute agrees that all confidential information will remain in a secure location under the control of the Institute at all times. Once the legitimate needs for the Institute's access to this information has ended, the Institute agrees to promptly remove and destroy all confidential and/or proprietary information in its possession and return control of this information to the Client.

## **8. Proprietary Rights:**

The Institute's Proprietary Materials involve valuable Proprietary Rights of the Institute. Other than the access and use of Epicenter identified in this Agreement, no right, title or interest in or to any of the Institute's Proprietary Materials or Proprietary Rights is transferred to the Client under this Agreement. Without limiting the generality of the foregoing, the Institute owns all rights, title and interest in all Institute Proprietary Materials and all Proprietary Rights therein.



## 9. Indemnification:

**9.1** The Institute will indemnify, defend and hold harmless the Client and the Client's directors, employees, agents and representatives from and against any and all claims, actions, suits, proceedings, damages, losses, liability, costs and expenses (including without limitation reasonable attorneys' fees and court costs) arising out of or in connection with any claim by any third party that Epicenter infringes any proprietary rights (provided that with respect to patents, only U.S. patents are covered under this indemnification) of such third party. The Institute will have no obligation under the preceding sentence to the extent (a) Epicenter has been modified by anyone other than the Institute, or (b) Epicenter is used in combination with any other products or services and, but for use in such combination, it would not otherwise infringe.

**9.2** The Client will indemnify, defend and hold harmless the Institute and the Institute's directors, officers, employees, agents and representatives from and against any and all claims, actions, suits, proceedings, damages, losses, liability, costs and expenses (including without limitation reasonable attorneys' fees and court costs) arising out of or in connection with (a) any breach by the Client of any provision of this Agreement, (b) any breach or alleged breach by the Client of any agreement or contract or alleged agreement or contract between the Client and any third party, (c) the Client's use of Epicenter, or (d) use of Epicenter by any third party.

## 10. Entire Agreement:

This Agreement constitutes the entire agreement, and supersedes any and all prior agreements, between the Institute and the Client with regard to the subject matter hereof. No amendment, modification, or waiver of this Agreement will be valid unless set forth in a written instrument signed by the parties to be bound.

The parties have caused this Agreement to be executed as of the day and year first written above.

### NATIONAL CHARTER SCHOOLS INSTITUTE


  
2023-11-15 10:27:55 (AST)

BY: \_\_\_\_\_

Jacklyn Mullikin, VP of Finance & Administration

Date: \_\_\_\_\_

### AIMS K12 College Prep Charter District

  
2023-11-15 00:47:23 (AST)

BY: \_\_\_\_\_

Maya J. Woods-Cadiz, Superintendent

Date: \_\_\_\_\_