AIMS K-12 College Prep Charter District

Governance Committee Meeting

Date and Time

Tuesday August 26, 2025 at 4:30 PM PDT

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=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09
Meeting ID: 661 426 6860
Passcode: Pu2kiv

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/u/kb9RJj161W

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment i n, its programs or activities. Ahsjanae Hutchings has been designated to receive requests for disability-related m odifications or accommodations in order to enable individuals with disabilities to participate in open and public m eetings at AIMS. Please notify Ahsjanae Hutchings at (510) 504-6898 at least 24 hours in advance of any disabil ity accommodations being needed in order to participate in the meeting.

Click To Submit Public Comment

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 Hutchimgs 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.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**4:30 PM**
	Opening Items			
A.	Call the Meeting to Order		Jaime Colly	1 m
B.	Record Attendance and Guests		Ahsjanae Hutchings	2 m
C.	Adoption of the Agenda	Vote	Jaime Colly	1 m
D.	Public Comments on Agenda Items	Discuss	Jaime Colly	10 m

Public comment on action items is set aside for members of the public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and the total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**

E.	Public Comments on Non-Agenda Items	Discuss	Jaime Colly	10 m

Public comment on non-action items is set aside for members of the public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2)**

		Purpose	Presenter	Time
	minutes per person, and the total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).			
II.	**Approve Committee Meeting Minutes**			**4:54 PM**
A.	Governance Committee Meeting Minutes: 6/24/25	Approve Minutes	Jaime Colly	2 m
III.	**Action Items**			**4:56 PM**
A.	Website Rebuild	Vote	Suzen Chu	5 m
B.	Contracts	Vote	Tiffany Tung	5 m
C.	AIMS Staff Handbook 2025-2026	Vote	Tiffany Tung	5 m
D.	Job Descriptions	Vote	Tiffany Tung	10 m
IV.	**Non-Action Items**			
V.	**Closing Items**			
A.	Adjourn Meeting	Vote		
B.	NOTICES	FYI	Ahsjanae Hutchings	

The next regular Governance meeting of the Board of Directors is scheduled to be held on Tuesday September 16th, 2025, at 4:30 pm. AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

I, Ahsjanae Hutchings, hereby certify that I posted this agenda on the AIMS website at www.aimsk12.org, on or before August 23rd, 2025, before 4:30 PM. Certification of Posting

Coversheet

Governance Committee Meeting Minutes: 6/24/25

Section:	II. Approve Committee Meeting Minutes
Item:	A. Governance Committee Meeting Minutes: 6/24/25
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Governance Committee Meeting on June 24, 2025

DRAFT

AIMS K-12 College Prep Charter District

Minutes

Governance Committee Meeting

Date and Time
Tuesday June 24, 2025 at 4:30 PM

Location
171 12th Street, Oakland, CA 94607

President Colly will be joining virtually: 4121 Laguna Ave Oakland, CA 94607

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

Join Zoom Meeting
https://us02web.zoom.us/j/6614266860?pwd=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09
Meeting ID: 661 426 6860
Passcode: Pu2kiv

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/u/kb9RJj161W

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Click To Submit Public Comment

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 Hutchimgs 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.

Committee Members Present
J. Colly, K. Smith (remote), T. Tung (remote)

Committee Members Absent
C. Edington

Guests Present
A. Hutchings

I. Opening Items

A. Call the Meeting to Order

J. Colly called a meeting of the Governance Committee of AIMS K-12 College Prep Charter District to order on Tuesday Jun 24, 2025 at 4:37 PM.

B. Record Attendance and Guests

C. Adoption of the Agenda

J. Colly made a motion to Adopt the Agenda.
K. Smith seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

K. Smith	Aye
C. Edington	Absent
T. Tung	Aye

Roll Call

J. Colly Aye

D. Public Comments on Agenda Items

E. Public Comments on Non-Agenda Items

II. Approve Committee Meeting Minutes

A. Governance Committee Meeting Minutes: 5/22/25

J. Colly made a motion to approve the minutes from.
K. Smith seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

C. Edington Absent
J. Colly Aye
T. Tung Aye
K. Smith Aye

III. Action Items

A. Learning Continuity Plan

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

Roll Call

T. Tung Aye
K. Smith Aye
C. Edington Absent
J. Colly Aye

B. Prop 28 Annual Report

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

Roll Call

C. Edington Absent
T. Tung Aye
K. Smith Aye
J. Colly Aye

C. Proposed Changes to School Calendar 2025-2026

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

Roll Call	
K. Smith	Aye
C. Edington	Absent
J. Colly	Aye
T. Tung	Aye

IV. Closed Session

A. Public Comment on Closed Session Item

B. Recess to Closed Session

The Board went into a closed session at 4:45 PM

C. Report from Closed Session

The board reconvened from closed session at 5:25 PM with NO reports.

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 5:25 PM.

Respectfully Submitted,
J. Colly

B. NOTICES

Coversheet

Website Rebuild

Section: III. Action Items
Item: A. Website Rebuild
Purpose: Vote
Submitted by:
Related Material: Website Rebuild New Vendor Agreement.pdf

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

Submitter Information

Full Name: Suzen Chu

Position/Title: Director

Department: Marketing and Communications

Item Details

Title of Item: District Website Rebuild New Vendor Agreement

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:
This is the first time to be presented

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 08/31/2025

Financial Information (if applicable):

Total Cost: $ 6,999.00

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☑ LCAP ☐ Other:

LCAP 3.1.8

Proposal to Transition AIMS District Website to ParentSquare SmartSites

Submitted by: Suzen Chu, Director of Marketing & Communications
Date: August 19, 2025

Recommendation

Approve the adoption of **ParentSquare SmartSites** to replace the current Squarespace-hosted district website.

Rationale

- **Efficiency:** Updating Squarespace is time-consuming and requires design expertise the department no longer has. ParentSquare allows direct publishing of selected memos (e.g., lunch menus, committee agendas/minutes) to the website, reducing duplicate work.
- **Accessibility:** Parents who struggle with ParentSquare will still access essential communications through the website.
- **Education-Focused:** SmartSites is tailored for K–12 districts, providing clean navigation for multi-school systems.
- **Alternative Review:** WIX was tested but lacks the education focus and efficiency needed for an understaffed team.

Comparison

Feature	Squarespace	WIX	ParentSquare SmartSites
Ease of Updates	Bulky, time-intensive	User-friendly but not education-specific	Seamless, integrates with ParentSquare
Integration with ParentSquare	None	None	Direct publishing of memos & notices
Navigation	General templates	General templates	Built for districts with multiple schools
Staffing Needs	Requires design/web staff	Somewhat simplified, still labor-intensive	Minimal effort, auto-publishing saves staff time
Audience Fit	General business	Small business/personal use	K–12 schools, parent engagement

Financial Impact

- One-time onboarding & content migration: **$2,750**
- Annual subscription (per user): **$4,249**
- Total Year 1 Cost: **$6,999** (budgeted under LCAP 3.1.8)

Requested Action

Approve transition to **ParentSquare SmartSites** effective September 1, 2025, with contract term through November 30, 2026.

ParentSquare

AIMS K-12 Charter Network, CA - Smart Sites

Pricing Term Start Date: September 01, 2025 | **Pricing Term End Date:** November 30, 2026 | **Quote Create Date:** August 13, 2025 | **Reference:** 20250813-153740633

AIMS K-12 Charter Network, CA - Parent
171 12th Street
Oakland, CA 94607
United States

Suzen Chu
suzen.chu@aimsk12.org
+1 510-893-0345

Comments

Linn Sillers - Co-Founder | Sales Director Parentsquare, Inc.

Products and Services

Item & Description	Billing Start Date	Term (Months)	Quantity	Unit Price	Total
Smart Sites Onboarding - Standard One Time Up Front Cost • Project Management • Site Launch Consultation	09/01/2025		1 Flat Rate	$2,000.00 After $1,000.00 discount	$2,000.00

• Template Configuration • Activation					
Smart Sites - Content Migration (100 pages) One Time Up Front Cost	09/01/2025		1 100 Pages	$750.00	$750.00
Smart Sites (Single-site) Annual	12/01/2025	12M	1214 Per User	$3.50	$4,249.00 annually

Totals

One Time Up Front Cost

Unit of Measurement	Unit Total	Total
Flat Rate	$2,000.00	$2,000.00
100 Pages	$750.00	$750.00
		$2,750.00

Annual

Unit of Measurement	Unit Total	Total
Per User	$3.50	$4,249.00
		$4,249.00

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Suzen Chu
suzen.chu@aimsk12.org

[sig|req|signer1]

Kristin McCann
kristin.mccann@parentsquare.com

[sig|req|signer2]

Quote expires: August 31, 2025

Purchase Terms

District/School Agreement -- The Services are subject to the terms contained in this Order Form and School Agreement which are located at www.parentsquare.com/agreement, and incorporated by reference into this Order Form ("ParentSquare School Agreement").

By executing this Order Form, the undersigned certifies that (i) the undersigned is a duly authorized agent of District/School, and (ii) the undersigned has read the ParentSquare School Agreement and will take all reasonable measures to enforce them within the District/School.

NOTE: Pricing above does not reflect ParentSquare's right to increase pricing as set forth in the ParentSquare School Agreement. Pricing above also does not include applicable tax, which will be applied upon invoicing.

Privacy Policy -- The ParentSquare Privacy Policy may be reviewed here - https://www.parentsquare.com/privacy

Terms of Use -- The ParentSquare Terms of Use may be reviewed here - https://www.parentsquare.com/terms

Questions? Contact Me



Linn Sillers
linn@parentsquare.com
+18054520109

See what milestones made this school year memorable with our **2024-2025 wrap (https://www.parentsquare.com/engage/2025-parentsquare-school-year-wrap/)**.

ParentSquare (http://www.parentsquare.com/)

Product
Resources
Company
Blog

Get a Demo (http://www.parentsquare.com/demo-signup)

Sign In (https://www.parentsquare.com/signin)

Service-Specific Terms for Smart Sites

Last Updated: February 10, 2025

School Agreement (http://www.parentsquare.com/agreement)
Terms of Use (http://www.parentsquare.com/terms)
Service-Specific Terms (http://www.parentsquare.com/terms/parentsquare-pay)
(http://www.parentsquare.com/terms/smart-sites)ParentSquare Pay
(http://www.parentsquare.com/terms/parentsquare-pay) Smart Sites
(http://www.parentsquare.com/terms/smart-sites)
Privacy Policy (http://www.parentsquare.com/privacy)
Trust Center (http://trust.parentsquare.com/)

These Service-Specific Terms for Smart Sites are incorporated by reference into the ParentSquare School Agreement (the "School Agreement") located at https://www.parentsquare.com/agreement/ (https://www.parentsquare.com/agreement/). Other Service-Specific Terms incorporated by reference into the School Agreement may also govern District's use of the Subscription Services. Capitalized terms not defined herein shall have the meanings given to such terms in the School Agreement.

1. Definitions

In addition to the terms defined in the body of the School Agreement and in the Order Form, the following terms have the following meanings:

"Smart Sites" means the website design tool offered by ParentSquare on a subscription basis.

"Website" means the website developed by District using Smart Sites.

2. Services

2.1 Website Design. Smart Sites gives District the ability to design a Website using a set of pre-designed elements.

2.2 Post-Publish Support. ParentSquare's obligations with respect to ongoing support of any Website shall be mutually agreed by the parties.

3. Ownership

As between the parties, (a) District retains all right, title and interest, including all related intellectual property rights, in and to District Data, including District's name, logo and brand features, and (b) ParentSquare retains all right, title and interest, including all related intellectual property rights, in and to Smart Sites and the Website, excluding any District Data included therein.

4. Domain Names

District is responsible to maintain ownership of its domain name(s), including any renewals. Upon District's request, ParentSquare will assist in the registration request.

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Privacy Policy (http://www.parentsquare.com/privacy/) | Legal Terms (https://www.parentsquare.com/agreement/) | Trust Center (https://trust.parentsquare.com/)

Coversheet

Contracts

Section:	III. Action Items
Item:	B. Contracts
Purpose:	Vote
Submitted by:	
Related Material:	Contracts - AIMS Board Submission.pdf Contracts - AIMS Board Submission-3.pdf

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

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of Compliance

Department: Compliance Department

Date of Submission (MM/DD/YYYY): _____

Item Details

Title of Item: Extended Work Contracts - FY 24-25

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:
Contracts signed in the last month.

Approvals

Has this item been reviewed by:
- [ ] Superintendent
- [x] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

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

If no: Explain why:
Will be presented at the Board Meeting in May 2025

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] 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?
- [x] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: N/A

FY 24-25 Employment Contracts

No Employment Contracts completed between 4/10/2025 and 5/14/2025.

Extended Work/Extra Duty/Stipends

UPC	Employee	Position Title	Pay Type	Pay Amount
ELOPT0011	ARIA, ANTHONY	ELOP Intervention Tutor	Hourly	$65/hr
ELOPT0005	WINSTON, RALAYAH	ELOP Intervention Tutor	Hourly	$65/hr
COMLIA0001	GOLDEN, MARYETTA	Intern Credential Coach (Coaching Rohit Krishnan)	Stipend	$1,000.00
DOS0003	RADFORD, LAVONNA	Acting Up - Head of Division	Stipend	$7,000.00
COACH0011	HUNT JR, AARON	MS Girl's Basketball Head Coach	Stipend	$3,000.00
ASTCOA0004	JACKSON, TYLER	HS Boy's Volleyball Assistant Coach	Stipend	$2,000.00
COACH0018	HARDY, MIKAL	HS Track and Field Head Coach*	Stipend	$3,000.00
COACH0017	SCOTT, CHRISTOPHER	HS Girl's Soccer Head Coach*	Stipend	$3,000.00

Effective Dates Through: *05/14/2025*

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

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of Compliance

Department: Compliance Department

Date of Submission (MM/DD/YYYY): _____

Item Details

Title of Item: Employment Contracts - FY 25-26

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:
Contracts signed in FY 25-26 requiring formal Board Approval.

Approvals

Has this item been reviewed by:
- [ ] Superintendent
- [x] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

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

If no: Explain why:
Will be presented at the Board Meeting in August 2025

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] 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?
- [x] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: N/A

Extended Contracts/Extra Duty/Stipends

Employee	Position Title	Start Date	End Date	Pay Type	Pay Amount
LI, JULIA	Interim Executive Director	8/1/2025	8/31/2025	Stipend	$15,710.39
LI, JULIA	Interim Executive Director	7/1/2025	7/31/2025	Stipend	$15,710.39
BROWN, JIMMIE	Interim Executive Director	8/1/2025	8/31/2025	Stipend	$15,710.39
BROWN, JIMMIE	Interim Executive Director	7/1/2025	7/31/2025	Stipend	$15,710.39
KENNARD, NATASHA	Counselor	7/7/2025	7/25/2025	Hourly	$50.88/Hour
AHMAD, CHRISTOPHER	SCOE Coordinator	8/18/2025	6/19/2026	Stipend	$4,500.00

***Effective Dates** : 07/01/2025 - 08/19/2025*

FY 24-25 Employment Contracts

Employee Name	Position	FTE	Pay Type	25-26 Pay	Position Type	Processing Schedule	Hire Date
AHMAD, CHRISTOPHER	Head of School	1.00	Salary	$157,211.65	Classified	12 Month	07/01/2025
AHMAD, JULIENNE LAILA	Food Service Manager	1.00	Salary	$98,031.60	Classified	12 Month	07/01/2025
ALONSO LOERA, JORDY	High School Teacher	1.00	Salary	$65,665.00	Certificated	11 Month	08/01/2025
ANDREWS JR, LIONELL	Campus Supervisor	1.00	Hourly	$29.58	Classified	11 Month	08/01/2025
ARIA, ANTHONY ARTHUR	Elementary Teacher	1.00	Salary	$70,367.00	Certificated	11 Month	08/01/2025
ARROWSMITH, TRACY	ELD Teacher	1.00	Salary	$73,581.00	Certificated	11 Month	08/01/2025
ASAKAWA, CHIKA	Physical Education Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
AUNG, THUNDER	Academic Counselor	1.00	Salary	$79,013.96	Certificated	12 Month	07/01/2025
BANIHASHEMI, ADRIA E	ELD Manager	1.00	Salary	$98,031.60	Classified	12 Month	07/01/2025
BARDELL, LEVELY	Teacher Assistant	1.00	Salary	$53,289.36	Classified	11 Month	08/12/2025
BARDINE, CONNOR JAMES THOMAS	ELD Teacher	1.00	Salary	$67,308.00	Certificated	11 Month	08/01/2025
BAUTISTA, HERSHEY BAUTISTA	High School Teacher	1.00	Salary	$79,146.00	Certificated	11 Month	08/01/2025
BERNHARD-BECKMAN, NATHAN DA	ELOP Coordinator	1.00	Salary	$71,050.00	Classified	12 Month	07/01/2025
BURRELL JR, JOHN D	Middle Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
CAMPBELL, EARL	Instructional Aide	1.00	Hourly	$29.59	Classified	11 Month	08/01/2025
CARROLL-BROWNE MFA, COLLEEN M	Teacher Assistant	1.00	Salary	$71,423.00	Classified	11 Month	08/01/2025
CHU, SUZEN	Director of Communications	1.00	Salary	$120,253.01	Classified	12 Month	07/01/2025
COLLY, JAMILAN CHRISTINA	Student Activities Coordinat	1.00	Salary	$71,050.00	Classified	12 Month	07/01/2025
CONTRERAS, MAYRA ELISA	Analyst	1.00	Salary	$72,115.75	Classified	12 Month	07/01/2025
DE LUCA, PAMELA MARIE	Teacher Assistant	1.00	Salary	$59,142.93	Classified	11 Month	08/01/2025
EARBY, KAY	Campus Supervisor	1.00	Hourly	$29.58	Classified	11 Month	08/01/2025
FAN, JERRY TSOWEI	High School Teacher	1.00	Salary	$68,303.00	Certificated	11 Month	08/13/2025
FLETCHER, JUSTIN RYAN	Instructional Aide	1.00	Hourly	$29.15	Classified	11 Month	08/01/2025
GARRETT, SUZANNE ELIZABETH	Credential Analyst	1.00	Salary	$97,129.46	Classified	12 Month	07/01/2025
GELL, JOSEPH JESUS	Middle Teacher	1.00	Salary	$64,694.00	Certificated	11 Month	08/01/2025
GIRGIS, ISSAM	High School Teacher	1.00	Salary	$94,629.00	Certificated	11 Month	08/01/2025
GLICK-SCROGGINS, DANIELLE	Coordinator, Public Affairs a	1.00	Salary	$72,115.75	Classified	12 Month	07/01/2025
GUAN, JIAXI	Teacher Assistant	1.00	Salary	$53,289.36	Classified	11 Month	08/01/2025
HANNAH, SPENCER RANDAL	High School Teacher	1.00	Salary	$69,327.00	Certificated	11 Month	08/01/2025
HARDY, MIKAL TERRELL	Campus Supervisor	1.00	Hourly	$29.58	Classified	11 Month	08/01/2025
HEARD, DARIUS ALAN ROBERT	Benefits and Risk Manageme	1.00	Salary	$71,050.00	Classified	12 Month	07/01/2025
HER, ANGEL	Teacher Assistant	1.00	Salary	$54,900.03	Classified	11 Month	08/01/2025

HUANG, JIE CHENG	Coordinator, Business Servic	1.00	Salary	$78,854.48	Classified	12 Month	07/01/2025
HUNT Jr, AARON ELIOT	Middle Teacher	1.00	Salary	$64,694.00	Certificated	11 Month	08/01/2025
HUTCHINGS, AHSJANAE	Executive Assistant	1.00	Salary	$75,608.32	Classified	12 Month	07/01/2025
IBRAHEM, OSAMA	High School Teacher	1.00	Salary	$70,367.00	Certificated	11 Month	08/01/2025
JONES, ANDREA TARAZENA	Food Services Clerk	0.81	Hourly	$30.71	Classified	12 Month	07/01/2025
JONES, ELIZABETH	Teacher Assistant	1.00	Salary	$54,088.70	Classified	11 Month	08/01/2025
JORDAN, CHRISTINA	Director of Business Operati	1.00	Salary	$141,651.91	Classified	12 Month	07/01/2025
KABEER, JOSE	Coordinator, College Bound	1.00	Salary	$73,197.49	Certificated	12 Month	07/01/2025
KAHN, RACHAEL KAYLA	Elementary Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
KENNARD, NATASHA M	Counselor	1.00	Salary	$83,429.45	Certificated	11 Month	08/01/2025
KHAN, HINNA	Elementary Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
KOSKELA, NANCY MARIE	Food Services Clerk	1.00	Hourly	$30.71	Classified	12 Month	08/13/2025
KRISHNAN, ROHIT	High School Teacher	1.00	Salary	$73,182.00	Certificated	11 Month	08/01/2025
LEE, ALEXANDER	Coordinator, Technology	1.00	Salary	$74,295.45	Classified	12 Month	07/01/2025
LEE, ERIC S	Elementary Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
LOVEJOY, DAIJA YVONNE	High School Teacher	1.00	Salary	$70,367.00	Certificated	11 Month	08/01/2025
MA, ANDREW	Elementary Teacher	1.00	Salary	$63,738.00	Certificated	11 Month	08/01/2025
MA, KEVIN	Administrative Assistant	1.00	Salary	$63,807.29	Classified	12 Month	07/01/2025
MA, VINSON V	Administrative Assistant	1.00	Salary	$70,816.20	Classified	12 Month	07/01/2025
MENENDEZ, MARCO VICENTE	Executive Director	1.00	Salary	$220,000.00	Classified	12 Month	07/28/2025
MONETTE, KAYNA MARQUETTA	Elementary Teacher	1.00	Salary	$65,013.00	Certificated	11 Month	08/13/2025
NIXON, BRENDA	Dean of Students	1.00	Salary	$79,297.27	Certificated	12 Month	07/01/2025
OTEY, INMAN EDWARD	SPED Paraprofessional IA	1.00	Hourly	$29.59	Classified	11 Month	08/01/2025
PAYNE, VANESSA	Teacher Assistant	1.00	Salary	$54,088.70	Classified	11 Month	08/01/2025
PHU, BRANDON	Elementary Teacher	1.00	Salary	$69,342.00	Certificated	11 Month	08/01/2025
PIERCE, PEYTON	Program Compliance Analyst	1.00	Salary	$87,516.24	Classified	12 Month	07/01/2025
QUACH, JIMMY	Coordinator, Business Servic	1.00	Salary	$78,854.48	Classified	12 Month	07/01/2025
RODRIGUEZ, MARIA	Food Services Clerk	0.76	Hourly	$30.71	Classified	12 Month	07/01/2025
SACRAMENTO, MARIA LERISSA POBI	Elementary Teacher	1.00	Salary	$84,931.00	Certificated	11 Month	08/01/2025
SAECHAO, LAI	Academic Counselor	1.00	Salary	$81,402.16	Certificated	12 Month	07/01/2025
SALEB, JAKLEEN F	High School Teacher	1.00	Salary	$89,158.00	Certificated	11 Month	08/01/2025
SEO, TARA	Teacher Assistant	1.00	Salary	$54,900.03	Classified	11 Month	08/01/2025
STEHLIK, MICHAEL FRANTISEK	Food Services Clerk	1.00	Hourly	$30.71	Classified	12 Month	08/11/2025
SZAJOWITZ, JONAS E	Teacher Assistant	1.00	Salary	$54,900.03	Classified	11 Month	08/01/2025

TECSON, BERYLLE T	High School Teacher	1.00	Salary	$67,308.00	Certificated	11 Month	08/01/2025
TORREGANO, KIMBERLY JO	Middle Teacher	1.00	Salary	$80,457.00	Certificated	11 Month	08/01/2025
VAZQUEZ, TONETTE	Clerk	1.00	Hourly	$20.04	Classified	11 Month	08/06/2025
WAGNER, ANDREW MATTHIAS	Teacher Assistant	1.00	Salary	$54,088.70	Classified	11 Month	08/01/2025
WHITE, WILLIAM EDWARD	Teacher Assistant	1.00	Salary	$53,289.36	Classified	11 Month	08/01/2025
WILLIAMS, ALEXANDRA FRANCESCA	High School Teacher	1.00	Salary	$72,100.00	Certificated	11 Month	08/01/2025
WINN, JONATHAN DAVID	Head of School	1.00	Salary	$125,000.00	Classified	12 Month	07/23/2025
WOODS, DEBORAH	Director Of Special Educatio	1.00	Salary	$154,888.33	Certificated	12 Month	07/01/2025
WOOTEN, MIKAEL A	Dean of Students	1.00	Salary	$76,970.83	Certificated	12 Month	07/01/2025
WORLEY, GABRIELLE J	Personnel Clerk	1.00	Hourly	$32.11	Classified	12 Month	07/01/2025
WU, FENGLIN	World Language Teacher	1.00	Salary	$96,048.00	Certificated	11 Month	08/01/2025
XU, JENNY HUI	Teacher Assistant	1.00	Salary	$54,900.03	Classified	11 Month	08/01/2025

***Effective Dates** : 07/01/2025 - 08/19/2025*

Coversheet

AIMS Staff Handbook 2025-2026

Section:	III. Action Items
Item:	C. AIMS Staff Handbook 2025-2026
Purpose:	Vote
Submitted by:	
Related Material:	Employee Handbook - Board Submission Cover Letter.pdf AIMS Staff Handbook 2025-2026.pdf

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

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of Compliance

Department: Compliance Department

Date of Submission (MM/DD/YYYY): 8/19/25

Item Details

Title of Item: FY 25-26 Employee Handbook

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:
Revised for FY25-26

Approvals

Has this item been reviewed by:
- [ ] Superintendent
- [ ] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

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

If no: Explain why:
Will be presented at the Board Meeting in August 2025.

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] 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
- [x] Other:

AIMS K-12 COLLEGE PREP CHARTER DISTRICT

AIMS K-12 COLLEGE PREP CHARTER DISTRICT
EMPLOYEE HANDBOOK 2025-2026

2025-2026 DRAFT

AIMS College Prep
K-8
AIPCS II (K-5)

171 12TH STREET,
OAKLAND, CA 94607
TEL: 510-893-8701
FAX: 510-893-0345
elementary@aimsk12.org

AIMS College Prep
Middle School

171 12TH STREET,
OAKLAND, CA 94607
TEL: 510-893-8701
FAX: 510-893-0345
middleschool@aimsk12.org

AIMS College Prep
High School

746 GRAND AVE
OAKLAND, CA 94610
TEL: 510-220-5044
FAX: 510-893-0345
highschool@aimsk12.org

WWW.AIMSK12.ORG

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1. Introduction

Important Message Regarding the AIMS Handbook

The purpose of this handbook is to inform AIMS employees of the official AIMS K-12 College Prep Charter District's policies and prepare them for our AIMS environment of excellence. AIMS K-12 College Prep Charter District reserves the right to adopt changes to its handbook at any given time as needed.

Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at AIMS K-12 Charter District. This staff handbook is not intended to create any expectations of continued employment, or an employment contract, express or implied. In no way does the staff Handbook replace or modify any official plan documents (e.g., health insurance, retirement plan, employee contract etc.) or insurance/vendor contracts.

Employees must sign the acknowledgment form at the end of this Staff Handbook and return it to Human Resources. It is important that all employees read, understand, and follow the provisions of the Staff Handbook. If you need further information, or if you wish to discuss any policy in this Handbook, please feel free to contact your supervisor, Human Resources or the Executive Director.

Failure to comply with this handbook may result in disciplinary action, up to and including termination.

Foundational Beliefs

The purpose of this section is to familiarize the employee with the foundational beliefs of AIMS K-12 College Prep Charter District. Employees will be required to memorize these foundational beliefs.

AIMS Vision

Provide a rigorous educational foundation that provides all students, particularly those traditionally underserved, to excel academically and personally. We are committed to preparing our students for successful entry into and completion of four-year college programs. Through our dedicated approach, we strive to break barriers, foster ambition, and cultivate a new generation of scholars who will contribute meaningfully to society.

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AIMS Mission Statement

Our mission at AIMS is to cultivate a community of diverse learners who achieve academic excellence. Our commitment to high expectations is attendance, academic achievement, and character development results in our students being prepared for lifelong success.

AIMS Tenets

1. Family
2. Accountability
3. High Expectations
4. Free Market Capitalism

AIMS Framework

High Expectations + High Support = Students' Success

AIMS Credo

The Family	We are a family at AIMS Schools.
The Goal	We are always working for academic and social excellence.
The Faith	We will prosper by focusing and working toward our goals.
The Journey	We will go forward, continue working, and remember we will always be a part of the AIMS K-12 College Prep Charter District family.

AIMS Values

At AIMS we value:

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Excellence	Commitment to excellence in all that we do
Wisdom and Knowledge	Pursuit of wisdom and knowledge as intrinsically valuable
Empathy	Recognition of dignity and worth of every human being **Family and Community** - Building of family and community
Equity	Social awareness and justice that leads to action
Legacy	The continued preservation and development of AIMS methodologies for 21st century learners and educators.

Our Core Values

1. We are a family at AIMS K-12 College Prep Charter District.
2. When teachers, families and students follow and support the AIMS Model as written, children are guaranteed to be prepared for college.
3. We create an extended family with administration, teachers, staff, students, family, and selected community. Students, teachers and staff are expected to clean and take care of the school property. Parents and family are expected to be a positive and supportive presence.
4. Teachers spend two years with their students in grades 1-2 and three years with their students in grades 3-5 and grades 6-8, teaching all core academic subjects. This creates an environment of strong academics and a family culture.
5. Former AIMS school students enrolled in college may be paid to work with our current students.
6. The AIMS community supports and guides all our students by engaging in restorative practices and alternatives to traditional discipline. The AIMS community does not give up on our students.
7. All current and former students are encouraged to sign up on the alumni page on the AIMS website.

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AIMSTRONG

A	**Academics**	Academics is the first word in AIMSTRONG and is the cornerstone to future success. Academics means developing and growing our scholarship, our grades, our inquiry, our brains.
I	**Integrity**	Being honest and possessing strong moral principles. Integrity means being true to our best selves consistently.
M	**Mentorship**	Providing guidance, influence, and direction to your AIMS community. Mentorship is serving our neighbors, community and families, especially with our strengths.
S	**Strength**	The influence or power possessed by you to combat the rigors of academics and real-life while resisting being moved or broken. Strength is both physical growth and the will power to complete the work we begin.
T	**Teamwork**	Is the combined action of each group member doing their part selflessly to benefit the whole. It is being part of a group that has an agreed-upon goal.
R	**Responsibility**	Moral, legal, or mental accountability and taking ownership for one's actions. Responsibility is when we own our real part of getting teamwork, family, and planning done.
O	**Organization**	Preparation and efficiency when coordinating and carrying out activities. Organization is both how we plan and what we do to get things done systematically.
N	**Nerve**	Displaying courage, power, control and steadiness under pressure. Nerve knows when to step out to make a change in a situation or plan.
G	**Grit**	To keep going to accomplish our plans, even when there are strong obstacles. Grit is best personified in our ability to be knocked down and to get back up again.

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2. About AIMS K-12 College Prep Charter District District

AIMS K-12 College prep is celebrating more than 25 years of successfully educating the children of Oakland.

In 1996 Native American families looking to retain a cultural connection for their children founded AIPCS. AIPCS was Oakland's second public charter school. In 2006, AIPCS became the first public school in Oakland to win recognition as a National Blue Ribbon School. Later that year, AIPCS expanded to include American Indian Public High School (AIPHS), and in 2012, it expanded again to include American Indian Public Charter School II (AIPCS II) as a K-8 campus.

During the 2018-19 school year, the AIMS Board, in keeping with feedback from our community, changed the name of American Indian Model School to AIMS K-12 College Prep Charter District.

AIPCS II became AIMS Elementary K-8, AIPCS became AIMS Middle School, and AIPHS became AIMS High School.

Since 2015, AIMS Schools have repeatedly received National Honor Roll distinction, recognition as top Bay Area public schools for underserved students, Family In Action 100% A-G graduate rate completion for African-American students, Multiple sports championships, and the California Charter School Association Hart Vision Award, recognizing AIMS K-12 College Prep Charter District as the Northern California Charter school network of the year.

This year all of AIMS schools will be applying for Blue Ribbon Schools distinction. AIMS goal is to have a district that rivals the top American private schools.

In 2025 AIMS Board hired Executive Marco Mendez to lead and drive the AIMS organization.

Organizational Structure

AIMS Organizational Chart 2024-2025 TBD After Formal Board Approval

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School Locations and Contact Information

AIMS College Prep K-8 AIPCS II (K-5)

- Address: 171 12th St, Oakland, CA 94607
- Tel: 510-893-8701
- Fax: 510-893-0345
- Email: elementary@aimsk12.org
- Website: aimsk12.org/AIMS-ES

AIMS College Prep Middle School and AIPCS II 6-8

- Address: 171 12th St, Oakland, CA 94607
- Tel: 510-924-0407
- Fax: 510-924-0407
- Email: middleschool@aimsk12.org
- Website: aimsk12.org/AIMS-MS

AIMS College Prep High School

- Address: 746 Grand Ave, Oakland, CA 94607
- Tel: 510-220-5044
- Fax: 510-893-0345
- Email: highschool@aimsk12.org
- Website: aimsk12.org/aims-hs

School Calendar and Important Dates

calendar.aimsk12.org

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3. Employee Relations and Resources

Employee Assistance Program (EAP)

AIMS K-12 College Prep Charter District offers an Employee Assistance Program (EAP) to all eligible employees following the plan's defined waiting period. The EAP provides confidential access to professional counseling services to help with personal concerns that may affect job performance.

Participation in the EAP is voluntary and will not affect opportunities for promotion or employment. Employees can contact the EAP directly. All information regarding contact, participation, or any recommended treatment is confidential and will not be shared with the School.

To initiate EAP services, employees should contact the EAP service provider, UNUM. For more information, refer to the Employee Assistance Program (EAP) resources.

EAP services are available at no charge to eligible participants. However, any costs for treatment or rehabilitation services referred outside of the EAP are the employee's responsibility if not fully covered by insurance.

Counseling and Support Services

If you have signed up for the FSA Benefit, they offer Professional Therapy done online. It is FSA eligible, so you can use your pre-tax FSA dollars to pay for it. You can get matched with a licensed therapist in as little as 48hrs.

FSA Store BetterHelp

Contact Information for HR Department

HRCompliance@aimsk12.org

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4. Employment Policies

Employment Classifications

Upon hiring, all employees are classified as exempt or non-exempt, full-time or part-time, and regular or temporary. All employees are either exempt or nonexempt according to provisions of applicable wage and hour laws. These classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and AIMS.

Exempt Employees

Pursuant to the federal Fair Labor Standards Act and applicable state laws, exempt employees are those who exercise the requisite degree of discretion and independent judgment and perform certain administrative, professional, and/or executive duties. Exempt employees are not entitled to overtime pay.

All Certificated personnel and most other positions at AIMS are exempt employees.

Non-Exempt Employees

Pursuant to the Fair Labor Standards Act and applicable state laws, non-exempt employees are entitled to overtime pay. Non-exempt employees may have to work hours beyond their normal schedules as work demands require. If this results in working more than 8 hours in one day or 40 hours in one-week, non-exempt employees will receive overtime compensation in accordance with state and federal law. Non-exempt employees are required to take meal and rest periods in the manner described in this Handbook.

Non-exempt employees are employees who are not exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA). This means that non-exempt employees must be paid at least the federal minimum wage for all hours worked, and they must be paid 1.5 times their regular hourly rate for any hours worked over 40 in a workweek.

Some key characteristics of non-exempt employees:

- They are entitled to overtime pay for hours worked over 40 in a workweek.
- Their job duties and compensation level do not meet the criteria for one of the FLSA's exemptions (such as executive, administrative, professional, or computer employee exemptions).
- They are typically paid on an hourly basis, though some salaried employees may also be non-exempt.
- Common non-exempt jobs include retail sales, food service, clerical work, manual labor, and many others.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

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Full-Time Employees

An employee who is regularly scheduled to work and regularly works at least 40 hours per week is considered a regular full-time employee.

Part-Time Employees

An employee who is regularly scheduled to work and regularly works fewer than 40 hours but more than 30 hours per week is considered a regular part-time employee with benefits. An employee who is regularly scheduled to work and regularly works fewer than 30 hours per week is considered a regular part-time employee WITHOUT benefits. A regular part-time employee WITHOUT benefits is not eligible to earn, accrue, or participate in any AIMS benefits program, except as otherwise required by law, such as Paid Sick Leave.

Temporary Employees

An employee who is hired for a particular project or job of limited or definite duration (short-term) is considered a temporary employee. A temporary employee is not eligible to earn, accrue, or participate in any AIMS benefits program except as otherwise required by law. Independent contract employees are subject to board approval.

An employee will not change from one status to any other status or classification simply because of the number of hours that the employee is scheduled to work or the length of time spent as an employee. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by the department head or Executive Director.

Temporary Employees are subject to all payroll taxes and withholdings.

At-will Employment

All employment at AIMS is “at will.” This means that both the Employee and AIMS have the right to terminate the Employee’s employment at any time, with or without advanced notice, and with or without cause. The Employee also may be demoted or disciplined, and the terms of his or her employment may be altered at any time, with or without cause, and with or without advance notice, at the discretion of AIMS.

Subject to this Employment At-Will provision, the Employee shall be employed during the school year beginning no earlier than July 1 and concluding no later than June 30 (“School Year”). Pursuant to the Employee At-Will provision of this Handbook, either party has the right to terminate the Employee’s employment at any time, with or without advance notice, and with or without cause, effective before or after the expiration of the stated School Year. By signing the Handbook Acknowledgement, the Employee acknowledges and understands that he or she has entered into this employment relationship with AIMS voluntarily and acknowledges and understands that there is no specific length or agreed-upon period of employment.

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Hiring Process and Procedure

Immigration Compliance

AIMS is committed to full compliance with federal and state immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his or her identity and legal authority to work in the United States no later than three business days after he/she begins work.

Accordingly, all new hires must go through this procedure.

Fingerprint

All employees of AIMS are fingerprinted and the prints are transmitted to the California Department of Justice and the Federal Bureau of Investigation for a criminal conviction records check. The employee will bear the cost of DOJ background checks. No employee will be permitted to perform any of the duties of his/her position until this processing has been completed and it is determined that there is no criminal conviction that would prohibit the employee from working with students and staff.

TB Clearance

All AIMS employees are required to obtain tuberculosis (TB) clearance before starting employment. This involves undergoing a TB test or screening as per state health regulations. Employees must provide documentation of their TB clearance to the school administration prior to commencing their role.

Credentialing

AIMS teachers are required to hold a current California Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold. AIMS will work with universities to complete the credential program. Teachers should keep the administrator informed of their progress toward completing their credentials.

Personnel Files and Record-keeping Protocols

AIMS and its designated personnel shall maintain confidential personnel files for each employee. All information contained within personnel files, including payroll information, is strictly confidential. Any breach of this confidentiality by an employee may result in disciplinary action, up to and including termination.

Employees have the right to review certain documents in their personnel file as mandated by applicable law. Such reviews must be conducted in the presence of a School representative at a mutually convenient time.

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To ensure the accuracy of personnel records and compliance with state and federal regulations, employees are required to promptly notify their supervisor of any changes to the following personal information:

- Name changes (e.g., due to marriage or legal change).
- Home address and telephone number.
- Emergency contact information, including names, home addresses, and telephone numbers.
- Withholding tax information, including marital status and number of dependents.
- Educational qualifications.
- Changes to the beneficiary designation for group life insurance.

Information Protection Policy

It is AIMS policy to protect sensitive and confidential information. Every school district employee must ensure the proper protection of information, either in paper or electronic form. Employees are not to take sensitive records home nor leave them lying unprotected in the open, such as on a desk, where they can be accessed.

Employees are not to convert sensitive information into an electronic format and send it unprotected through email or over the internet. Whenever requests for access to information are made, employees should check with the data owner (specified individuals who collect or use the information on behalf of AIMS). It is best to err on the side of protecting information.

All information relating to students, including names, addresses, contact numbers, and progress information, is confidential and may not be shared with unauthorized parties. All records concerning employees shall be kept strictly confidential and be maintained in separate files.

Please note: The release of unauthorized confidential information may result in immediate dismissal and the filing of criminal charges. When in doubt, check with the supervisor and Director of Schools.

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5. Employee Conduct and Expectations

Code of Conduct

At AIMS, the commitment is to foster an environment of integrity, respect, and professionalism. All employees are expected to adhere to the following Code of Conduct:

- **Integrity and Honesty:** Employees must act with integrity and honesty in all professional interactions and duties.
- **Respect:** Employees are expected to treat all students, parents, colleagues, and community members with respect and dignity.
- **Professionalism:** Employees should maintain a professional demeanor at all times, including adherence to the staff dress code and punctuality.
- **Confidentiality:** Employees must protect the privacy and confidentiality of student and staff information.
- **Compliance:** Employees must follow all AIMS policies, procedures, and regulations, as well as relevant local, state, and federal laws.
- **Safety:** Employees are responsible for promoting a safe and inclusive environment for all students and staff.
- **Responsibility:** Employees should take responsibility for their actions and decisions, and seek guidance when needed.
- **Collaboration:** Employees are expected to work collaboratively with colleagues and contribute to a positive team environment.
- **Continuous Improvement:** Employees should pursue ongoing professional development and strive for excellence in all aspects of their roles.
- **Ethical Behavior:** Employees must avoid conflicts of interest and refrain from any behavior that could be perceived as unethical or unprofessional.

Adherence to this Code of Conduct is essential for maintaining the trust and confidence of the school community. Violations may result in disciplinary action, up to and including termination of employment.

Job Duties

Each employee will receive a job description outlining their responsibilities and the performance standards expected in the HRIS system. It should be noted that job responsibilities may be subject to change at any point during employment. Employees may occasionally be required to contribute to special projects or assist with tasks critical to AIMS operations. Cooperation and assistance in performing such additional duties are expected.

AIMS reserves the right, at its sole discretion and without prior notice, to transfer, demote, suspend, discipline, modify job responsibilities, and alter terms and conditions of employment.

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Job descriptions can be found in AIMS All Staff Intranet.

Staff Dress Code Policy

AIMS employees are encouraged to dress in business casual attire and maintain a professional appearance while on campus. Clothing should be free of any offensive messages to uphold a respectful and professional work environment. Employees should also ensure their attire is safe for their work environment and duties.

If specific attire is needed for medical or religious reasons, employees must request an exception from their supervisor and may need to provide appropriate documentation.

For any clarifications, employees should consult their supervisor.

AIMS Facilities Use

AIMS facilities will be used primarily by AIMS students and staff. Any other use must be approved by the Executive Director or Director of Operations through the completion of an AIMS Facilities Use Form.

Solicitation and Distribution

AIMS feels very strongly that work time is for work. Therefore, in the interests of our students, there will be no solicitation of any kind by any employee during the working time of the employee soliciting or the employee being solicited. Solicitation is permitted only during non-working time, such as break times, meal periods, and before checking in for work or after checking out of work. In addition, the distribution of literature is prohibited during working hours and in working areas. Exceptions to this rule for charitable organizations or charitable purposes require the advance approval of the Head of School.

Non-employees are prohibited from solicitation and distribution for any purpose on AIMS premises at any time.

Employees are not to utilize AIMS facilities or return to the work site outside of regular working hours unless prior approval from the Head of School has been granted.

Employees may be on AIMS premises only when they are on duty, scheduled to work, or have

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received advance approval from the Director of Schools.

Employee Interactions with Students

The School recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy provides specific and clear direction, it is each staff member's responsibility to avoid situations that could raise suspicion among parents, students, colleagues, or school leaders. A practical standard to apply when unsure about the acceptability of certain conduct is to consider, "Would I be engaged in this conduct if my family or colleagues were present?"

For the purposes of this policy, "boundaries" are defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their responsibility to ensure that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations, and intentions.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is

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reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for the direction and guidance of School personnel:

Examples of PERMITTED actions (NOT corporal punishment)

- Stopping a student from fighting with another student;
- Preventing an employee from committing an act of vandalism;
- Defending yourself from physical injury or assault by a student;
- Forcing an employee to give up a weapon or dangerous object;
- Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
- Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

Examples of PROHIBITED actions (corporal punishment)

- Hitting, shoving, pushing, or physically restraining a student as a means of control;
- Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
- Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- Giving gifts to an individual student that are of a personal and intimate nature.
- Kissing of any kind.
- Any type of unnecessary physical contact with a student in a private situation.
- Intentionally being alone with a student away from the school.
- Making or participating in sexually inappropriate comments.
- Sexual jokes.
- Seeking emotional involvement with a student for personal benefit.
- Listening to or telling stories that are sexually oriented.
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission Cautionary Staff/Student Behaviors

These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using better practice or behavior. Staff members should inform their

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supervisor of the circumstance and occurrence prior to or immediately after the occurrence

A. Remarks about the physical attributes or development of anyone.
B. Excessive attention toward a particular student.
C. Sending emails, text messages, or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

A. Obtaining parents' written consent for any after-school activity.
B. Formal approval is needed to take students off school property for activities such as field trips or competitions.
C. Ensuring that emails, texts, phone calls, and instant messages to students are professional and pertain to school activities or classes (communication should be limited to school technology).
D. Keeping the door open when alone with a student.
E. Maintaining a reasonable space between oneself and students.
F. Stopping and correcting students if they cross personal boundaries.
G. Keeping parents informed when a significant issue develops about a student.
H. Keeping after-class discussions with a student professional and brief.
I. Seeking advice from fellow staff or administrators if faced with a difficult situation related to boundaries.
J. Involving a supervisor if a conflict arises with a student.
K. Informing the Principal about situations that have the potential to become more severe.
L. Making detailed notes about an incident that could evolve into a more serious situation later.
M. Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
N. Asking another staff member to be present if needing to be alone with a special needs student.
O. Asking another staff member to be present when needing to be alone with a student after regular school hours.
P. Giving students praise and recognition without touching them.
Q. Prioritizing professional conduct at all times.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

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Acceptable Use Policy for Technology

Overview

AIMS K-12 College Prep makes a variety of communications and information technologies available to employees. These technologies, when properly used, promote educational excellence in AIMS K-12 College Prep by facilitating resource sharing, innovation, collaboration, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming AIMS K-12 College Prep, and its employees. AIMS K-12 College Prep firmly believes that digital resources, information, and interaction available through AIMS K-12 College Prep technology systems far outweigh the disadvantages. This Responsible Use Agreement is intended to minimize the likelihood of harm by educating AIMS K-12 College Prep employees and setting standards which will serve to protect AIMS K-12 College Prep and its employees.

Mandatory Review by Employee

To educate employees on proper technology use and conduct, employees are required to review these guidelines each school year. The employee is required to acknowledge receipt and understanding of the AIMS K-12 College Prep Employee Responsible Use of Technology Agreement (hereinafter referred to as the Responsible Use Agreement) as part of the annual yearly process, which includes signing and submitting a Summary Signature Form at the beginning of each school year.

Definition of AIMS K-12 College Prep Technology Systems and Network

AIMS K-12 College Prep technology systems and networks are any configuration of hardware and software. The system includes, but is not limited to, the following: telephones, cell phones, and voicemail technologies; email accounts; servers; computer hardware and peripherals; software including operating system software and application software; digitized information including stored text, data files, email, digital images, and video/audio files; internally or externally accessed databases, applications, or tools (Internet or AIMS K-12 College Prep-server based); AIMS K-12 College Prep-provided Internet access including guest Wi-Fi; and new technologies as they become available.

Employee Use Expectations

AIMS K-12 College Prep information technology resources are provided for educational, instructional, communication, and business purposes. Employees are expected to use these resources responsibly and in accordance with the following guidelines. If there is any doubt about whether a contemplated activity is acceptable, employees should consult with their supervisor or administrator for clarification.

To maintain school technology privileges, employees must:

Respect and Protect Privacy:

1. Use only accounts assigned to them.
2. View or use passwords, data, drives, or networks only if authorized.

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3. Never distribute private information about themselves or others.

Respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all AIMS K-12 College Prep Internet filters and posted network security practices.
2. Reporting security risks or violations to a site tech or network administrator.
3. Not destroy or damage data, equipment, networks, or other resources that do not belong to them, without clear permission of the owner. This includes not hacking, uploading, downloading, or creating computer viruses, sending mass emails or spam, or causing a disruption to electronic services.
4. Sharing technology resources with other users by not deliberately causing network congestion or consuming excessive electronic storage.
5. Immediately notifying a member of the Information Technology department of computer or network malfunctions.

Respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
2. Citing sources when using others' work.

Respect the community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomforting materials to an administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, obscene, threatening, discriminatory, harassing, or intimidating).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, impersonating another person for harmful purposes, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's standards for employee behavior.
6. Refraining from buying, selling, advertising, or otherwise conducting personal business.
7. Participating positively in all digital learning environments and refraining from behaviors that negatively impact other staff members.

Employee Device Use Guidelines

1. Portable technology devices at AIMS K-12 College Prep will be defined to include, but not limited to, Chromebooks, Laptop Computers (Apple or PC), Tablet Computers (ie. iPads), and SmartPhones (iPhones, Androids, etc.).
2. Persons to whom portable technology devices are assigned shall be the sole users of the technology.
3. During the school year, portable technology devices must remain either on school premises every day the employee is in attendance or under the direct control of the employee.
4. All users will make their assigned portable technology available to the Technology Department or their authorized representatives for periodic maintenance and system upgrades.

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5. Any and all changes in configuration, hardware and/or software, shall be made only by the Technology Department or their authorized representatives. No outside vendors or individuals are authorized to work on this equipment.
6. Users of AIMS K-12 College Prep portable technology will take all appropriate security measures. When unattended, devices shall be stored in a secure, locked location in the classroom/office, or, in the case of a traveling employee, secured in the employee's place of residence. Under no circumstances shall the device be stored overnight in an employee's car, whether in the trunk or otherwise.
7. All users are responsible for reporting damaged, lost, or stolen devices ASAP. Damage reports must be submitted to the Technology Department. Theft reports shall include a local Police Report or number. Evidence of damage, loss, or theft caused by negligence will be assessed on a case-by-case basis, but the employee must be aware that efforts to correct said damage may result in financial charges being assessed to the assigned user, up to and including the current replacement cost of the device.
8. All portable technology devices remain the property of AIMS K-12 College Prep. Upon the beginning of a long-term leave of absence, resignation, or termination, employees are required to return assigned devices to the Technology Department.

Consequences for Violation

Violations may result in disciplinary action, not limited to but up to termination. As required by law, some violations of law could also result in criminal prosecution by government authorities.

Employee Access to Computer/Network/Internet

Computer/Network/Internet access is provided to all employees for educational, instructional, communication, and business purposes. AIMS K-12 College Prep makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/tablet/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that employees may access material that may not be of educational value in the school setting.

Digital Learning Environments

Employees may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other AIMS K-12 College Prep-provided digital tools.

Supervision and Monitoring

The use of AIMS K-12 College Prep owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with AIMS K-12 College Prep policies. Administrators reserve the right to examine, use, and disclose any data found on the school's networks in order to further the health, safety, discipline, or security of any employee or other person, or to protect property. In other words, employees must understand that computer files and electronic communications are not private and may be accessed by AIMS K-12 College Prep for the purpose of ensuring proper use. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. AIMS K-12 College Prep reserves the right to determine which uses

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constitute acceptable use and to limit access to such uses. AIMS K-12 College Prep also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The AIMS K-12 College Prep makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. AIMS K-12 College Prep also denies any responsibility for the accuracy or quality of the information obtained through user access. AIMS K-12 College Prep denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of AIMS K-12 College Prep, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for AIMS K-12 College Prep to guarantee confidentiality of email sent and received over any computer network.

Use of AIMS Devices, Internet and Email Systems

The policy regarding the Use of AIMS Computers, Phones, Internet, Email systems, and other devices states that telephones in AIMS schools and offices are designated solely for official business purposes, with exceptions made for personal emergencies where conversations should be kept brief. Personal calls should be made on personal cell phones during lunch and break periods to avoid disruption to work activities. Employees are reminded that personal business, including handling personal mail, email, text messages, and phone calls, should be conducted outside of working hours. The AIMS email account is to be used exclusively for AIMS business.

AIMS emphasizes that its electronic communication systems, including devices such as computers, telephones, email accounts, video conferencing, voice mail, facsimiles, internal and external networks, PDAs, tablets, and AIMS-issued cell phones, are the property of AIMS. All communications and information transmitted, received, or stored using these systems are considered AIMS records. Consequently, AIMS reserves the right to monitor employees' use of these electronic communication systems, including social media activities. Monitoring may occur randomly, periodically, or when there is suspicion of policy violations.

Employees should understand that their use of AIMS' email, internet, and computer systems does not guarantee privacy, as AIMS maintains the right to access and review these communications and records as necessary.

Personal Property

It is the employee's responsibility to ensure that their electronic devices, handbag, wallet, and other personal property are kept locked in a safe place while at work. The school is not responsible for

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damage to or theft of private property unless the school has been negligent. We recommend that employees not bring expensive items to school that may be stolen, such as iPads, mobile phones, and jewelry. The school does not accept responsibility for these items and is therefore not obliged to pay compensation for lost or stolen items.

Change of Contact Information

Promptly report any change of home address or telephone number by completing a name and address card with the current information and submitting it to the Paycom system.

Social Media Policy

AIMS has developed a social media policy to regulate employees and students' use of social media platforms. This policy applies in situations where individuals:

- Make posts related to AIMS on social media platforms
- Engage in social media activities during working hours
- Utilize AIMS equipment or resources for personal social media activities
- Use AIMS email address to post on an unapproved social media account
- Post in a manner that discloses their affiliation with AIMS

"Social media" in this context refers to websites and electronic applications used for connecting with others, including platforms like Facebook, Twitter, Instagram, Snapchat, Pinterest, LinkedIn, YouTube, blogs, wikis, and other user-generated media or web-based discussion forums. Access to social media may occur through various electronic devices such as computers, cell phones, smartphones, tablets, and similar tools.

This policy is designed to complement existing AIMS policies, rules, and standards of conduct. It does not supersede other school policies on confidentiality, use of AIMS equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, or any other conduct rules outlined in the Handbook. Compliance with all AIMS policies is mandatory whenever social media activities involve or potentially involve AIMS.

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Standards of Conduct for Social Media

Employees and students of AIMS must adhere to the following rules and guidelines when engaging in social media activities governed by this policy:

- **No private fraternization with students**: Employees are prohibited from following, "friending," instant messaging or otherwise communicating with students using their private social media accounts. Employees also shall not email or text students using personal devices.
- **Compliance with all applicable laws:** Do not post any content or participate in activities on social media that may violate local, state, or federal laws.
- **Non-discriminatory and respectful behavior:** Avoid engaging in discriminatory, harassing, or retaliatory behavior that contravenes AIMS policy.
- **Respect for intellectual property:** Adhere to copyright laws and fair use principles. Properly attribute all borrowed or copyrighted material with appropriate citations or links.
- **Restrictions on student social media use:** Students are prohibited from engaging in social media activities during school hours. Use of AIMS email addresses for personal social media registration is also prohibited.
- **Courteous and fair communication:** Maintain a professional demeanor towards AIMS employees, students, parents, and representatives. Refrain from posting content that could be interpreted as malicious, obscene, threatening, or intimidating, or that could constitute harassment or bullying. Violations may result in disciplinary action, including expulsion or dismissal, with potential civil liability for parents.
- **Accuracy and honesty in postings:** Ensure all information shared on social media platforms is accurate. Promptly correct any mistakes. Avoid spreading false information or rumors about AIMS, its employees, students, parents, or representatives. Violations may lead to disciplinary measures, including expulsion or dismissal, with potential civil liability for parents.
- **Personal Opinions and Representation:** Staff members should express personal opinions only and must not present themselves as spokespersons for AIMS unless explicitly authorized. When discussing topics related to AIMS, it is essential to clearly indicate that the views expressed are personal and do not represent those of AIMS, its employees, students, parents, or representatives. A disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of AIMS," should be used.
- **Seeking clarification:** If unsure whether a social media activity may implicate AIMS or violate this policy, contact the site administrator for guidance.
- **Exercise of judgment:** Recognize the evolving nature of social media and exercise good judgment. Seek clarification or authorization before engaging in activities that may implicate this policy.
- **Spokesperson authority:** The Executive Director or designated spokesperson is the sole authorized representative for AIMS. Any media statements concerning AIMS must receive prior written approval from the Executive Director.

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Social Media Account Policy for Student Clubs & Associations

As AIMS student clubs and associations develop their online presence, the school has established the following policy regarding the appropriate use of social media accounts:

- **Compliance and Scope:** Students must adhere to these rules and guidelines as governed by this policy, in addition to local, state, or federal laws and regulations. Social media accounts encompass websites, Facebook, Instagram, TikTok, Snapchat, YouTube, Twitter, and any other public sharing platforms.
- **Account Management:** Official AIMS student club and association social media accounts must be created and managed using a general AIMS email account format (e.g., hs.sga@student.aimsk12.org). Personal AIMS or non-AIMS email accounts are prohibited. These accounts must remain accessible to site administrators and the club advisor.
- **Content Approval:** All content must receive prior approval from the club advisor or site administrators before posting. Students must obtain signed media release forms from individuals featured in content and submit them to the club advisor or site administrators before posting.
- **Account Usage:** Official AIMS social media accounts cannot be used for personal purposes such as following unrelated accounts or engaging with personal content. They may only follow official accounts that align with the school's reputation, such as government agencies, universities, other schools, sports teams, news anchors, and non-profit organizations.
- **Interaction and Engagement:** Students should not accept random followers unrelated to the school or official accounts. Personal engagement like liking, sharing, commenting, or direct messaging on personal matters is prohibited.
- **Age Restrictions:** Students under the age of 13 are prohibited from managing social media accounts, in accordance with the Children's Online Privacy Protection Act (COPPA).
- **Management Responsibility:** Elementary and Middle School club social media accounts must be managed solely by club advisors, although students are encouraged to contribute content. High School students may participate in account management.
- **Compliance and Standards:** All social media posts must align with legal requirements, AIMS standards, guidelines, and reflect common sense, as they represent the organization and are subject to legal regulations.

Community Standards

- **Non-Discriminatory Behavior:** Employees and students must refrain from engaging in discriminatory, retaliatory, or harassing behavior, which contravenes AIMS policy.

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- **Content Standards:** Posting content perceived as bullying, malicious, obscene, threatening, disparaging, or intimidating, as outlined in AIMS guidelines, is strictly prohibited.
- **Copyright Compliance:** Respect copyright regulations by providing proper citations or links for all sourced materials in postings.
- **Accuracy and Integrity:** Ensure all content is fair, accurate, and honest. Promptly correct any mistakes. Avoid posting unsubstantiated ideas or rumors.
- **Spokesperson Clarification:** Only the Executive Director serves as the official spokesperson for AIMS. When posting, it is advisable to express personal opinions and include a disclaimer such as "the postings on this site are my own and do not necessarily reflect the views of AIMS."
- **Seeking Guidance:** For queries regarding how a club or association's social media account may impact AIMS or potentially violate this policy, individuals should contact their site administrator.
- **Policy Adaptation:** Given the rapid evolution of social media and online content, there may be unforeseen events or issues not covered by this policy. All AIMS employees and students are responsible for exercising good judgment, obtaining approval, and seeking clarification before posting content.

Equal Employment Opportunity

AIMS K-12 College Prep Charter District is committed to equal employment opportunity and prohibits unlawful discrimination in all aspects of employment practices. Employment decisions, including hiring, firing, promotion, demotion, training, and compensation, are based solely on merit and the individual's qualifications relative to the job under consideration.

Non-Discrimination Policy:

AIMS prohibits discrimination based on the following protected characteristics: race, religious creed (including religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other characteristic protected by federal, state, or local laws, ordinances, or regulations.

Commitment to Compliance:

AIMS is dedicated to complying with all applicable laws providing equal employment opportunities. This commitment extends to all individuals involved in AIMS operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

Reasonable Accommodation:

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To ensure equal opportunities for qualified individuals with disabilities, AIMS will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee, unless such accommodations would impose undue hardship on AIMS. Applicants or employees requiring accommodations to perform essential job functions should contact hrcompliance@aimsk12.org to request accommodations, specifying the necessary adjustments.

AIMS will assess the situation, engage in an interactive process with the individual, and provide a timely response to accommodation requests.

Employee Dispute Resolution Process

AIMS offers dispute resolution procedures to provide employees who have a complaint concerning conditions of employment with an internal and external avenue for resolution depending on the severity of the complaint. AIMS has partnered a third party investigator for the FY25-26 school for complaints related to AIPCS II K-8th to meet requirements within the FY-25.26 MOU for AIPCS II specifically. The concern or complaint will be heard by the Head of Schools and escalated to HR for review depending on severity of complaint. . He or she, or any designee, will be accessible and ready to hear suggestions and complaints. The school cannot act on any problem unless it is aware of it, so complaints must be put in writing as soon as possible. The Head of Schools will provide a written response within five (5) business days, accompanied by HR if needed. If the response is not satisfactory to the complainant, then the complaint may be submitted in writing to the Board and will be placed on the agenda for the next regular Board meeting.

Conflict of Interest

The purpose of this Conflict of Interest Policy is to protect the integrity and reputation of AIMS by ensuring that all employees, officers, and board members act in the best interest of the school at all times and avoid conflicts of interest that may arise in the course of their duties.

1. **Disclosure of Conflicts:**
    - All employees, officers, and board members have a duty to disclose any actual or potential conflicts of interest that may compromise their ability to act impartially in the best interests of AIMS.
    - Conflicts of interest may arise when an individual's personal, financial, or professional interests conflict with the interests of AIMS.

2. **Prohibited Actions:**
    - No employee, officer, or board member shall use their position at AIMS or any information obtained through their position for personal gain or for the benefit of any outside entity or individual with whom they have a personal, financial, or familial relationship.

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- No employee, officer, or board member shall engage in any activity that creates an actual or perceived conflict of interest, including but not limited to transactions, contracts, or arrangements involving AIMS where they or their family members have a financial interest.

3. **Disclosure Process:**
   - Upon identifying a potential conflict of interest, the individual must promptly disclose the conflict in writing to their supervisor, the Head of School, the Executive Director, or the Board of Directors.
   - The disclosure should include a description of the conflict, the nature of the conflicting interest, and any relevant facts.

4. **Review and Resolution:**
   - TheHead of School, the Executive Director or the Board of Directors will review each disclosure to determine the significance of the conflict and any necessary actions to resolve or mitigate the conflict.
   - Potential resolutions may include recusal from decision-making, divestment of conflicting interests, or other appropriate measures to ensure that decisions are made in the best interest of AIMS.

5. **Confidentiality and Compliance:**
   - All disclosures and deliberations regarding conflicts of interest shall be handled confidentially to the extent possible.
   - Employees, officers, and board members are expected to comply fully with the decisions and resolutions made by the Head of School, the Executive Director or the Board of Directors regarding conflicts of interest.

This Conflict of Interest Policy underscores AIMS' commitment to transparency, integrity, and accountability in all organizational activities. By adhering to this policy, employees, officers, and board members contribute to maintaining public trust and confidence in the mission and operations of AIMS.

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6. Compensation

Employee Compensation

All employees are paid according to their placement on the AIMS salary scale. Employees with concerns regarding their compensation should contact the Human Resources Department at employee.contracts@aimsk12.org.

Salary Schedule Placement Guidelines

Certificated (Teacher) Salary Schedule Placement Guidelines:

- **Verification of Work Experience (VOE)**
  - **Primary and Secondary School Teaching Experience:** Maximum of 10 years of prior *full-time teaching experience accepted, pending verification AIMS Compliance Office must receive completed VOE within 60 days of start date in order to maintain salary schedule placement
  - **College/University Teaching Experience:** Eligibility will be assessed on a case-by-case basis to determine if the individual's higher education teaching experience can be considered equivalent to grade school teaching experience.
- **Stipend**
  - Additional $1,000 annual Master's stipend pending Official Master's Degree Conferral Transcripts
  - Additional $2,000 annual Doctorate stipend pending Official Master's Degree Conferral Transcripts
  - Note: Master's and Doctorate stipends are built into the salary schedule.

Certificated Administrative Salary Schedule Placement Guidelines:

- **Verification of Work Experience (VOE)**
  - Maximum of 10 years of prior *full-time administrative experience accepted, pending verification
  - AIMS Compliance Office must receive completed VOE within 60 days of the start date in order to maintain salary schedule placement

- **Stipend**
  - Additional $1,000 annual Master's stipend pending Official Master's Degree Conferral Transcripts
  - Additional $2,000 annual Doctorate stipend pending Official Master's Degree Conferral Transcripts
  - Additional $500 annual Admin. Services Credential stipend pending official verification

* Full Time = Teacher or Administrator of record for 75% of the school year or more. Any combination of part-time or substitute experience does not count as one year of full-time experience.

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Classified/Management Salary Schedule Placement Guidelines:

- **Verification of Work Experience (VOE)**
  - Maximum of 10 years of prior **full-time work experience in a similar role accepted, pending verification (VOE)
  - AIMS Compliance Office must receive completed VOE within 60 days of the start date in order to maintain salary schedule placement

** Full Time = 30-40 hours per week and having worked/completed a minimum of 75% of the year. Any combination of part-time experience does not count as one year of full-time experience.

Payment of Wages

Employees are paid semi-monthly (twice per month). If a payday falls on a weekend or holiday, employees will be paid on the preceding workday. Employees are required to report any overpayment of wages to the Payroll Office within 10 business days after the relevant pay date. Any discrepancies or shortages in the calculation or payment of wages/time worked should be reported to the Payroll Office (payroll@aimsk12.org) within 10 business days after the relevant pay date.

Expense Reimbursements

Employees shall be reimbursed for approved out-of-pocket expenditures for materials and supplies. A request listing all expected expenditures must be approved by the employee's Supervisor in writing before any expenditure is made. All expenses claimed must be recorded on a reimbursement form, must contain the written pre-approval by the Supervisor and must include all original receipts related to the reimbursement. If permission for the expenditure is not requested and approved before the purchase, reimbursement is not guaranteed.

If approved, the reimbursement is then entered into the internal organization PO System and will undergo Leadership approval before being paid.

Check Reimbursement Form

Mileage Reimbursement Form

Reimbursements Process and Instructions

Overtime

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. Overtime compensation will be paid in accordance with all state and federal laws.

Unless exempt, employees covered by the Fair Labor Standards Act must receive overtime pay for

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hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay.

For purposes of overtime calculations for non-exempt employees, the School's workweek begins on Monday and ends the following Sunday. The workday begins at midnight and ends the following day at 11:59 p.m. Employees will be informed when they are required to work overtime hours.

Travel Time Pay

AIMS is committed to ensuring fair compensation for non-exempt employees required to travel as part of their job duties. The following guidelines outline how travel time is compensated:

1. **Travel from Regular Workplace to Another Site:**
   If an employee reports to their regular workplace and is then required to travel to another site for work, the travel time to the assigned site will be compensated.

2. **Direct Reporting to Another Site:**
   If an employee is required to report directly to a site other than their regular workplace without first going to the regular site, the school will compensate for travel time exceeding the employee's normal commute time to the regular site.

3. **Travel to Distant Workplaces:**
   When travel to a distant workplace is necessary, employees will receive compensation for travel time in addition to the time worked at the distant location. These travel hours are considered "hours worked" for calculating overtime.

4. **Out-of-Town Business Events:**
   Under state law, if an employer requires an employee to attend an out-of-town business meeting, training session, or any other event, the employer must compensate for the employee's travel time. The rate of pay for travel time depends o the compensation agreement:

   - If the employee is paid a fixed hourly rate, travel time must be compensated at that rate or, if applicable, the required overtime rate.
   - Employers may establish a separate rate of pay for travel before the work is performed for hourly employees, provided it does not fall below the statutory minimum wage.
   - Non-exempt salaried employees must be paid at the appropriate overtime rate for any hours worked in excess of 8 in a day or 40 in a week, calculated by converting the weekly salary to an hourly rate (Labor Code Section 515).

AIMS is dedicated to ensuring non-exempt employees are fairly compensated for travel time required in the course of their duties, adhering to legal standards and organizational policies. Commuting travel between the home address and to/from the workplace is not reimbursed.

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Workday and Workweek

Employees' work schedules shall be in accordance with the current school year calendar (calendar.aimsk12.org) and each employee's employment agreement.

For purposes of calculating overtime, AIMS' standard work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 a.m. (midnight). The standard workday is 12:01 a.m. to 12:00 a.m. (midnight) each day.

Timekeeping and Attendance Policy

Accurate timekeeping is essential to ensure proper compensation and compliance with labor laws. The following policies must be strictly adhered to by all employees:

1. **Accurate Time Reporting:**
   All employees are required to record their working hours accurately in the Paycom system. Recording inaccurate time, whether underreporting or overstating hours worked, is a serious violation of AIMS policy. Employees are also strictly prohibited from reporting time that is not approved by the Board.
2. **Prohibition of Unauthorized Timekeeping:**
   Employees are strictly prohibited from recording time on another employee's timesheet or allowing another employee to record time on their own timesheet. Such actions are considered falsification and will result in disciplinary action, up to and including immediate termination.
3. **No Off-the-Clock Work:**
   Employees are strictly prohibited from working "off the clock." All time worked must be accurately recorded on the timesheet. Failing to record all time worked is a violation of AIMS policy and may lead to disciplinary measures.
4. **Consequences of Falsification:**
   Any form of timecard falsification, whether by inaccurate recording or unauthorized timekeeping, will result in severe disciplinary action, up to and including termination.

Adherence to these policies ensures the integrity of our timekeeping processes and helps maintain a fair and compliant workplace.

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Time & Accounting

Time Tracking:

- **Accurate Time Reporting:** AIMS employees working on projects funded by federal grants or contracts must accurately track their time spent on these activities. Time and effort reporting is required to document the distribution of an employee's time across different funding sources. Hiring managers will ensure staff that are funded through federal grants are aware of time and effort reporting along with duty statements that align with work.
- **System for Time Recording:** AIMS has a system in place to accurately record and certify the time spent by employees on federally-funded projects.

Allowable Costs:

- **Cost Principles:** Costs charged to federal awards must be allowable, reasonable, and allocable under the applicable cost principles based on federal and state requirements.
- **Policies and Procedures:** AIMS has Standard Operating Procedures (SOP) and board policies to ensure that costs are properly classified and allocated to the appropriate federal award.
- **Unallowable Costs:** Certain costs, such as entertainment expenses or alcohol, cannot be charged to federal funds.

Documentation and Record Keeping:

- **Detailed Records:** AIMS maintains detailed records and documentation to support all costs charged to federal awards. This includes timesheets, Personnel Activity Reports (PARS), Semi-Annual Reporting, invoices, receipts, and other supporting documentation through our purchase order system.
- **SOP Addition:** Keisha, please add the SOP for time and accounting. Suzen, please note to add this to the appendix.

Audits and Compliance:

- **Audit Requirements:** Federal awards are subject to audits, such as those required by the Single Audit Act, to ensure compliance with applicable laws, regulations, and the terms of the award.
- **Internal Controls:** AIMS has internal controls and procedures in place to ensure compliance with federal requirements.
- **Consequences of Non-Compliance:** Failure to comply with federal requirements can result in disallowed costs, penalties, or even the loss of future federal funding.

It is crucial for AIMS, as a recipient of federal funds, to have all employees adhere to these requirements to maintain a robust system for time and accounting management and ensure compliance with federal regulations.

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Meal and Rest Periods

AIMS requires all non-exempt employees to adhere to the following policies regarding meal and rest periods:

Meal Periods: Non-exempt employees must take an uninterrupted meal period of at least 30 minutes each day they work more than 5 hours. The meal period must commence before completing the fifth hour of work. For example, if the workday begins at 8:30 a.m., the meal period must be taken before 1:30 p.m. Employees must record the actual times they start and stop work for each meal period. For shifts exceeding 10 hours, employees must also take a 30-minute meal period before completing the tenth hour of work. Meal periods are unpaid.

Rest Periods: Non-exempt employees are authorized and encouraged to take a 10-minute rest period every 4 hours worked, or a major fraction thereof, totaling two rest periods within an 8-hour workday. The first rest period should be taken approximately midway through the first 4-hour work period before lunch, and the second should occur around the midpoint of the second 4-hour work period after lunch. Rest periods are paid, and employees are not required to record their durations.

Compliance and Notification: During meal and rest periods, employees are excused from all duties and may not perform any work. Combining meal or rest periods to extend breaks or skipping required breaks to alter work schedules is prohibited. In rare circumstances where an employee cannot take a meal or rest period, they must notify their supervisor in advance whenever possible, or as soon as possible. Failure to comply with these policies may result in disciplinary action, up to and including termination.

This policy ensures that employees receive necessary breaks during their workday while adhering to legal and organizational standards.

Benefits Overview (Health, Dental, Vision, Retirement)

All Employees working the appropriate hours are eligible for emotional counseling, medical, vision, and dental benefits. Please contact the AIMS Business Office for further information.

For detailed information, please refer to Benefits & Retirement Section

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7. Benefits & Retirement

All Employees working the appropriate hours are eligible for emotional counseling, medical, vision, and dental benefits. Please contact HRcompliance@aimsk12.org.

Health Benefits

AIMS K-12 College Prep Charter provides access to health, life insurance, dental, and vision benefits for full-time employees and part-time employees who work 30 hours or more per week. The cost of employee benefits will be deducted from payroll, if applicable.

Open Enrollment:
Open enrollment begins on December 1st and ends on December 15th each year. During this period, current employees may enroll in benefits or make changes to existing plans. Changes outside of this period are generally not permitted.

Employee Assistance Program (EAP):
AIMS K-12 College Prep Charter offers an Employee Assistance Program (EAP) to all eligible employees and their family members/dependents after the plan's defined waiting period. Further information about the EAP can be found on the Intranet.

Voluntary Benefits:
AIMS also offers several voluntary benefits, such as Aflac STD, Voluntary Life, and Flexible Spending Accounts (FSA), which employees pay for through payroll deductions. The cost of employee-selected plans will be clear during open enrollment. Changes to voluntary benefits can only be made during open enrollment, so employees are encouraged to confirm the affordability of optional coverages before finalizing their selections.

For questions and enrollment assistance, please contact EmployeeSupport@aimsk12.org.

Cash in Lieu of Medical Coverage

An employee who is eligible for Health and Welfare (H & W) Benefits through AIMS, but is otherwise provided basic group medical coverage, may opt to receive a cash payment of $1,000 annually, paid twice a year at $500 per semester. Payment will be prorated based on the date of hire.

To qualify for this option, the employee must:

1. Enroll in the program and submit an application through the HRIS.
2. Provide proof of alternative insurance coverage within fifteen (15) days of the first date of employment.

The cash payment shall be in lieu of medical coverage provided by AIMS and will only be initiated following the employee's certification of alternative coverage.

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Coverage Begins

New employees must enroll in medical, dental, and vision plans within fifteen (15) days of their first date of employment. Insurance coverage will commence on the first day of the month following the receipt of the completed health benefits application.

AIMS will provide new employees with an explanation of these plans in sufficient time to meet the 15-day enrollment deadline.

Duration of Benefits

11-month employees who remain in paid status and have signed their contract for the following school year will continue to receive coverage through the end of July, with no interruption in benefits.

COBRA

Should an employee's employment be terminated (voluntarily/involuntarily), the employee's benefits shall continue through the last day of the month. The employee shall then be entitled to continued coverage under the medical, dental & vision plans in accordance with federal law.

Leaves of Absence (Effects on Benefits)

Dental & vision benefits continue as part of the compensation for the employee on a paid or unpaid leave of absence. Employees on an authorized paid or unpaid leave of absence may continue their medical coverage through an option of self-paying for their benefits premium.

Benefits will automatically continue for the month in which the leave begins. An employee wishing not to continue with benefits during their leave must notify the AIMS Business Office immediately.

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An employee returning from an unpaid leave of absence and would like to re-enroll in benefits must contact the AIMS Business Office upon their return to request re-enrollment in benefits.

State Disability Insurance

AIMS participates in the State of California's State Disability Insurance ("SDI") program as required by the California Unemployment Insurance Code. Contributions to SDI are deducted from employees' payrolls. SDI benefits are available in situations where an employee is unable to work due to illness or injury unrelated to their employment with AIMS, or when temporary workers' compensation benefits are less than the daily disability benefit amount.

Paid Family Leave

Under California law, eligible employees can participate in the Paid Family Leave (PFL) program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides partial wage replacement for up to eight weeks within a 12-month period for the following reasons:

- To bond with a new child (by birth, adoption, or foster care placement)
- To care for a seriously ill family member (including child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner)
- To address a qualifying exigency related to the covered active duty or call to active duty of a spouse, domestic partner, child, or parent in the U.S. Armed Forces

The 12-month period begins on the day a claim is submitted. Note that the PFL program does not provide job protection or reinstatement rights.

Before receiving benefits under the PFL program, AIMS requires employees to use up to two weeks of accrued but unused vacation time.

Benefits are administered through the California Employment Development Department (EDD). To apply for PFL benefits, contact the EDD directly. For information on eligibility or to obtain a claim form, visit the EDD website. Medical and other documentation may be required.

Unemployment Compensation

AIMS contributes significantly to the California Unemployment Insurance Fund on behalf of its employees. Under certain circumstances, you may be eligible for unemployment insurance benefits.

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Workers' Compensation Insurance And Leave

At no cost to employees, AIMS provides protection under its workers' compensation insurance policy while they are employed by AIMS. This policy covers employees in case of occupational injury or illness.

The workers' compensation benefits provided to injured employees may include:

- Medical care
- Cash benefits, tax-free, to replace lost wages
- Vocational rehabilitation to assist qualified injured employees in returning to suitable employment

To ensure that employees receive all workers' compensation benefits to which they may be entitled, they must:

- Immediately report any work-related injury to the Site Administrator
- Seek medical treatment and follow-up care if required
- Complete a written Employee's Claim form and return it to the Site Administrator
- Provide the school with medical certification from their health care provider regarding the need for workers' compensation disability leave and their ability to return to work from the leave

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from workers' compensation leave, the employee will be reinstated to his or her same position held at the time the leave began or to an equivalent position if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. If the employee's same position is not available upon the employee's return to work, an employee's returning to work will depend on job openings existing at the time of his or her scheduled return.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. The law requires that AIM Schools notify its workers' compensation carrier of any concerns of false or fraudulent claims.

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Social Security, 403(B) And California Public Employees Retirement System

Social Security is an important part of every employee's retirement benefit. Employees are required to pay into Social Security, and AIMS pays a matching contribution to each employee's Social Security taxes. Employees who have participated in STRS elsewhere do not lose credits previously

earned but will not earn added service credit while at AIMS.

AIMS' only retirement option for certificated teachers is the 403(b). AIMS makes a matching contribution to all enrolled certificated teachers' 403(b) contributions equal to 3% of the employee's contribution. The AIMS matching contribution is paid each payroll, relevant to the employee's contribution on that payroll.

In addition, all [200-021-24].

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8. Leave Policies

Staff Attendance Policy

The following outlines the approved reasons for absences for eleven (11) month employees. Twelve (12) month employees may include vacation time to this list.

- **Illness or Medical Appointment:** During school hours.
- **Jury Duty**
- **Funeral Services:** Immediate family members (one day within California, up to three days outside California). Immediate family includes the employee's mother, father, grandmother, grandfather, grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, or any relative living in the employee's household.
- **Bereavement Leave:** Up to five days following the death of the employee's spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Requires at least 30 days of employment before leave.
- **Illness or Medical Appointment:** Child of the employee, with a doctor's note required.
- **Personal Absences:** For justifiable reasons approved in writing by the Director of Schools or a designated representative.
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- **Precinct Board Service**
- **Family Time:** With an active-duty member of the uniformed services during deployment or return from a combat zone or combat support position.
- **Naturalization Ceremony Attendance:** To become a United States citizen.
- **Family/Medical Leave:** As per state and federal law.

All other absences are considered "unexcused," except for 12-month employees utilizing earned vacation time or those placed on administrative leave. Unexcused absences may result in pay deductions and disciplinary actions, including dismissal.

Absence Reporting

Employees are required to adhere to the following guidelines for reporting absences:

All Absences: Must be entered into Paycom as soon as feasible to allow Supervisor approval.

General Absences: Employees must notify their supervisor and/or designated designee(s) as early as possible before the start of the workday or promptly thereafter, depending on the circumstances. Notification to a co-worker, secretary, or receptionist is insufficient unless specifically designated by the supervisor.

Medical Absences: For absences exceeding three (3) working days due to medical reasons, employees must provide a doctor's statement upon return. This statement should certify the medical basis for the absence and confirm the employee's fitness to resume work.

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Planned Absence Procedure:

- Employees must request time off through the Paycom system.
- Await approval from the supervisor via Paycom.
- Notification regarding the approval status will be received from Paycom.
- If the request is denied, employees should contact their supervisor for further instructions.

Unplanned Absence Procedure:

- Employees should notify their supervisor at least 2 hours before the scheduled start time, if possible.
- Submit the absence request through Paycom.
- Await approval notification through Paycom.
- If the absence request is not approved, employees should contact their supervisor promptly.

Adhering to these procedures ensures efficient handling of absences and maintains clear communication between employees and supervisors.

Types of Leave

Vacation and Personal Leave

Vacation time is granted to employees as defined in the current year's school calendar (holidays and school breaks) and in each employee's employment agreement.

Classified Employees:

- **Accrual of Personal/Vacation Time:** In addition to the paid school holidays listed on the school calendar, classified employees (non-teaching staff) will accrue paid personal/vacation time per month beginning immediately upon hire, as defined in their employment agreement. There is a cap on personal/vacation day accrual.
- **Maximum Accrual:** Once the classified employee's personal/vacation time reaches the maximum stated in his or her employment agreement, further accrual is suspended until the employee reduces the balance below this limit. No personal/vacation time will be earned during the period in which the classified employee's personal/vacation time was at the maximum.
- **Carry Over and Payout:** Accrued but unused personal/vacation time will carry over from year to year, subject to the maximum accrual limit. Accrued but unused personal/vacation time will be paid out upon termination.
- **Usage:** Classified employees may use personal/vacation time beginning on the 30th day of employment. Personal/vacation time may be taken in minimum increments of two hours. Employees must provide their supervisor with reasonable advance notification, by entering the requested Time Off in Paycom as well as alerting their Supervisor by email, of the need to use personal/vacation days, if foreseeable. Requests for personal/vacation time may be denied based on the needs of the Charter School or if adequate notice is not provided by the employee.

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Qualified Full-Time 12-Month Contract Employees:

- **Accrual of Vacation Time:** For qualified full-time 12-month contract employees, vacation time accrues each month in the amount equaling the hours of one working day, as per the classification of their position. Accrual begins immediately upon hire, as defined in the employment agreement.
- **Maximum Accrual:** There is a cap of 192 accrued vacation hours. Once the qualified employee's vacation accrual reaches the cap, further accrual is suspended until the employee reduces the balance below this limit. No vacation time will be earned during the period in which the qualified employee's vacation time remains at the maximum.
- **Carry Over and Payout:** Accrued but unused vacation time will carry over from year to year, subject to the cap. Accrued but unused vacation time will be paid out upon termination. An employee qualified to accrue and use vacation may use the time beginning on the 30th day of employment.

Paid Sick Leave (PSL)

In satisfaction of the California Healthy Workplaces, Healthy Families Act, employees will be allotted PSL beginning immediately upon the effective date of employment as specifically provided in each employee's employment agreement. For employees with no employment agreement, PSL will be granted according to law.

PSL days are accrued monthly from date of hire at the amount equaling the hours of one working day as per the classification of their position. Employees must take unpaid time off for days out sick if there is no accrued sick time available. Sick time or Unpaid Time off is to be logged into Paycom within 24 hours of being absent.Employees may use PSL beginning on the 30th day after the effective date of employment. Employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventative care for) the employee or the employee's family member. Employees may also use PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault. For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law.

Up to 72 hours of accrued PSL may be carried over from year to year. Accrued but unused PSL in excess of 72 hours may not be carried over from year to year and will not be paid out upon termination.

PSL may be taken in minimum increments of two hours. Employees must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the Employee must provide notice as soon as practicable.

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Unpaid Leave Of Absence (Medical)

To comply with its duty to accommodate employees with qualifying disabilities, AIMS provides leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability. This leave must be certified in writing by the employee's healthcare provider and submitted to your manager or direct supervisor. The request for leave must be made in the HRIS system for approval and accompanied by the supporting documentation.

Approved absences that are less than two weeks are not treated as medical leaves of absence but rather as excused absences without pay. Employees granted unpaid medical leave have no right to guaranteed reinstatement.

Benefit accruals, such as vacation, paid sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, AIMS does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

Discretionary Unpaid Leave Of Absence (Non-Medical)

AIMS may grant a discretionary leave of absence to employees in certain unusual circumstances. It is important for employees to request any leave in writing as far in advance as possible, to maintain communication with their supervisor during the leave, and to provide prompt notice if there is any change in the return date. If an employee’s leave expires and there has been no contact with the supervisor or AIMS, it will be assumed that the employee does not plan to return and that they have voluntarily terminated their employment. Employees do not continue to accrue vacation, paid sick leave, or holiday benefits while on unpaid discretionary leaves of absence. Unless otherwise required by law, AIMS does not continue to pay premiums for health insurance coverage for employees on discretionary unpaid leaves of absence. However, if eligible, employees may self-pay the premiums under the provisions of COBRA.

Military Leave

All employees who leave AIMS for active military service or military reserve duty will be placed on an unpaid military leave of absence. Employees are entitled to reinstatement upon completion of such military service or duty, provided that an application for reinstatement is made within 90 days

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of discharge or as otherwise provided by law.

Employees may use accrued vacation time during military leave. Time spent on military leave counts towards determining "length of service." However, employees will not accrue vacation or paid sick leave, nor receive holiday pay, during military leave.

Jury Duty/Witness Duty

All employees who receive a notice of jury or witness duty must notify their supervisor as soon as possible so that arrangements can be made to cover the absence. Employees must provide a copy of the official jury or witness duty notice to their manager and submit a form from the court for the day or days in attendance to their supervisor.

Employees must report for work whenever the court schedule permits. Either AIMS or the employee may request an excuse from jury or witness duty if, in AIMS' judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury or witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation during jury or witness duty leave. In the event that the employee must serve as a witness within the course and scope of his or her employment with AIMS, AIMS will provide time off with pay.

An employer cannot make deductions for absences of an exempt employee due to jury duty, serving as a witness, or military leave. The employer may offset any amount received by an exempt employee as jury fees, witness fees, or temporary military pay for a particular week against the salary due for that particular week.

Time Off For Voting

AIMS encourages its employees to fulfill their civic responsibilities by participating in elections. Because polls are open from 7:00 a.m. until 8:00 p.m., employees generally are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours and have not requested an absentee ballot, then AIMS will grant up to two hours of paid time off to vote.

Employees must request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

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Emergency Duty/Training Leave

In California, employees shall not be disciplined for taking time off to perform emergency duty or training as volunteer firefighters, reserve peace officers, or emergency rescue personnel. Employees participating in this type of emergency duty or training should inform their supervisor so that the supervisor is aware of the need for unpaid time off. Whenever possible, employees should notify their supervisor before taking time off for emergency duty or training. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. Employees may choose to use accrued vacation time to receive compensation for this time off, but it is not mandatory.

If employees believe they have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, they should contact their supervisor or another appropriate manager.

Suspended Employee/Child Leave

California law requires employers to provide time off for parents required to visit a child's school when the child has served a period of suspension from school. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's letter, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off. Employees may use accrued vacation while attending a child's school under these circumstances. If not, suspended employee/child leave will be unpaid.

Leave For Crime Victims And Their Family Members

If an employee is the victim of a violent felony or serious felony, as defined by the California Penal Code, or if the employee is an immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, stepparent, or the child of a registered domestic partner) of such a victim, they are entitled to take leave to attend judicial proceedings related to the crime.

The employee must provide written notification to their supervisor for each scheduled proceeding, unless advance notice is not possible. This time off is unpaid. Employees may choose to use accrued vacation time if they wish to receive compensation for this time off, but it is not required.

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Military Spouse Leave

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse or registered domestic partner is on leave from military deployment. A qualified employee is one who regularly works more than 20 hours per week and whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves and is on leave from deployment during a period of military conflict.

Eligible employees should submit a written request for leave to their supervisor within two business days of receiving official notice that their spouse or registered domestic partner will be on leave from deployment. Employees are also required to provide written documentation certifying that their spouse or registered domestic partner will be on leave from deployment.

Non-exempt employees must use accrued vacation time to receive compensation for this leave. If no vacation time is available, the leave may be taken without pay. Exempt employees are required to charge any absence of four or more hours under this policy to their vacation bank, if applicable. Otherwise, exempt employees will be compensated to the extent required by applicable law.

School And Daycare Leave

If an employee is the parent or guardian of a child who is in school up to grade 12 or who attends a licensed daycare facility, they are eligible for up to 40 hours of unpaid leave per year to participate in school or daycare activities. Employees may take no more than eight hours off in any one calendar month for this purpose.

Employees should schedule this time off with their supervisor in advance. They may be asked to provide documentation from the school or daycare facility confirming participation in the activity on the specific date and at the specific time of the leave. This time off is unpaid. Employees may choose to use accrued vacation time if they wish to receive compensation for this leave, but it is not required.

Leave For Domestic Violence, Sexual Assault, And Stalking Victims

Employees who are victims of domestic violence, sexual assault, or stalking may take unpaid time off to ensure their health, safety, or welfare, or that of their child. This leave may be used for the following reasons:

- To obtain a temporary or permanent restraining order or other court assistance;
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;

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- To obtain services from a shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
- To obtain psychological counseling related to experiences of domestic violence, sexual assault, or stalking; or
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Employees should notify their supervisor in advance if possible when taking time off for these reasons. If the absence is unscheduled, employees may be asked to provide documentation, such as a police report, court order, or other evidence of court appearance, or documentation from a counselor or domestic violence advocate. Although this leave is unpaid, employees may use accrued vacation or paid sick leave, as appropriate, to receive compensation for this time off.

Additionally, employees may take unpaid time off to recover from domestic violence, sexual assault, or stalking in accordance with AIMS' family and medical leave policy.

AIMS does not tolerate any acts of discrimination, harassment, or retaliation against employees who are victims of domestic violence, sexual assault, or stalking. Employees who believe they have been subjected to such acts should contact their supervisor. If the complaint involves the supervisor, employees should contact ombudsman@aimsk12.org.

AIMS will maintain the confidentiality of requests for time off due to domestic violence, sexual assault, or stalking to the extent possible and as allowed by law. Requests can be made to ombudsman@aimsk12.org.

Adult Literacy Leave

In accordance with California law, AIMS will make reasonable accommodations for eligible employees who wish to enroll in an adult literacy education program, as long as such accommodations do not impose an undue hardship on AIMS.

While AIMS does not provide paid time off for participation in adult literacy education, employees may use accrued vacation time if they wish to receive compensation for this leave. If accrued vacation time is not available, employees may take the time off without pay.

Alcohol And Drug Rehabilitation Leave

In compliance with California law, AIMS will make reasonable accommodations for eligible employees who wish to voluntarily enter and participate in an alcohol or drug rehabilitation

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program, provided that such accommodations do not impose an undue hardship on AIMS.

AIMS does not provide paid time off for participation in alcohol or drug rehabilitation programs. Employees may use accrued vacation time if they wish to receive compensation for this leave. If accrued vacation time is not available, employees may take the time off without pay.

This policy does not affect AIMS' right to discipline employees, up to and including termination, for violations of AIMS' Drug and Alcohol Abuse Policy.

Bereavement Leave

AIMS provides eligible employees with up to five days of bereavement leave in accordance with the California Fair Employment and Housing Act.

Eligibility requires that employees have been employed for at least 30 days before taking bereavement leave. In the event of a death in the immediate family, regular AIMS employees are entitled to up to three (3) workdays of paid bereavement leave upon request. Employees may use up to five days of bereavement leave consecutively or intermittently, but the leave must be completed within three months of the date of death.

To request bereavement leave, employees should submit a request through the Paycom system and send it to their supervisor for approval. Proof of death (such as an obituary notice, funeral notice, death certificate, or other evidence) must be provided. If out-of-state travel is required, proof of travel must also be submitted.

For the purposes of this policy:

- **Family member** includes a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
- **Child** refers to a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom the employee stands in loco parentis.
- **Parent** includes a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when they were a child.
- **Sibling** is a person related by blood, adoption, or affinity through a common legal or biological parent.

Bereavement leave does not accumulate from year to year.

Civil Air Patrol Leave

Pursuant to California law, AIMS will provide unpaid leave to employees who are volunteer members of the California Wing of the Civil Air Patrol and who have been duly directed and

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authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Employees must be employed for at least 90 days immediately preceding the commencement of leave in order to be eligible.

Employees are required to give AIMS as much notice as possible of the intended dates upon which the leave would begin and end. AIMS will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued vacation.

Leave For Bone Marrow And Organ Donors

Pursuant to California law, AIMS will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person; the AIMS will also provide up to 30 business days of paid leave within a one-year period to an employee who donates an organ to another person. The AIMS requires that bone marrow donors use up to five days of available accrued sick or vacation time during the course of the leave. Organ donors must use up to ten days of available accrued paid sick leave or vacation time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide the AIMS with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, the AIMS will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give the AIMS as much notice as possible of the intended dates upon which the leave would begin and end.

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8.1. Maternity/Parental Leave

Pregnancy Disability Leave

AIMS provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A request for Pregnancy Disability Leave and the healthcare provider's statement must be submitted and approved by the supervisor through Paycom, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to AIMS. Employees returning from pregnancy disability leave must submit a healthcare provider's verification of their fitness one week before returning to work.

AIMS will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a healthcare provider. When an employee's healthcare provider finds it medically advisable for an employee to take intermittent leave or leave on a reduced work schedule, and such leave is foreseeable based on planned medical treatment because of pregnancy, AIMS may require the employee to transfer temporarily to an available alternative position. This alternative position will have an equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Part-time employee leave hours are based on the average hours worked per week. For example, an employee who works 30 hours per week will have a total of 360 hours of Pregnancy Disability Leave (PDL). Employees will be required to use any accrued paid sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any accrued vacation time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and AIMS may mutually agree to supplement such benefit payments with available vacation and/or paid sick leave.

Benefit accruals, such as vacation, paid sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave. So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide AIMS with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position unless the job ceases to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in

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another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact EmployeeSupport@aimsk12.org.

Maternity/Parental Leave

AIMS K-12 College Prep Charter School values the importance of family and aims to provide a supportive environment for both new parents and their growing families. The following outlines our maternity and parental leave policies to support employees during pregnancy, childbirth, adoption, and bonding with a new child.

Parental Leave: Employees are eligible for up to 12 weeks of leave within one year of their child's birth, adoption, or foster care placement. This leave is designed to help parents bond with their children and provide proper care.

Bonding Leave: In addition to pregnancy disability leave, all biological or adoptive parents are eligible for 12 weeks of unpaid bonding leave within the first year of a child's birth or placement. Employees may choose to use accrued paid time off, such as vacation, concurrently with bonding leave. Bonding leave must be completed within one year of the child's birth or placement.

Paid Paternity Leave/ Paid Family Leave: This program offers wage replacement, allowing employees to receive 60% to 70% of their wages while taking up to eight weeks off to care for an ill family member, bond with their new child, or participate in a qualifying event related to a family member's military deployment.

Return to Work: Employees returning from pregnancy disability and bonding leave will be reinstated to their original or an equivalent position, if available. Return to work is contingent upon the receipt of a fitness-for-duty certification from a healthcare provider if the leave was due to the employee's medical condition.

Coordination with FMLA and CFRA: Leave taken for pregnancy disability, childbirth, or bonding will count toward the 12 or 26 weeks allowed by the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). The school will coordinate and designate any eligible leave under these laws concurrently with leave under our pregnancy disability and bonding policies.

For any questions regarding pregnancy disability leave, please contact EmployeeSupport@aimsk12.org.

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Lactation Accommodations

AIMS K12 College Prep Charter School is committed to supporting working mothers who are lactating. The School will provide a reasonable amount of break time to accommodate employees who need to express breast milk. Whenever possible, this break time should be taken during the employee's rest or meal breaks. For non-exempt employees, any additional breaks taken to express milk may be unpaid.

The School will provide a private space for milk expression. Employees requiring such accommodation should contact their supervisor as soon as possible to make the necessary arrangements. Discrimination against employees who choose to express breast milk in the workplace is strictly prohibited.

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8.2. Family and Medical Leave Act (FMLA)

Family and Medical Leave Policy

Eligibility: Employees may request a family and medical leave of absence under the following conditions. Eligible employees must have completed at least 12 months of employment with AIMS (not necessarily consecutive) and have worked a minimum of 1250 hours during the 12 months immediately preceding the leave request. Eligibility also requires employment at a worksite where AIMS employs 50 or more employees within a 75-mile radius.

Request Procedures: Employees are required to submit requests for planned family and medical leave at least 30 days in advance whenever possible. For unforeseeable circumstances, employees must request leave as soon as practicable. All leave requests must be officially submitted through the Paycom system, upload supporting documentation and approved before commencement. Failure to obtain approval will result in non-payment of wages for the period of absence. Employees should plan accordingly and consider the use of accrued sick and vacation time during the leave period.

Qualifying Reasons for Leave: Family and medical leave may be taken for the following reasons:

- Birth of an employee's child or placement of a child for foster care or adoption within 12 months of the event.
- Care of the employee's spouse, child, parent, or registered domestic partner with a serious health condition.
- Employee's own serious health condition.
- Care of a covered military member with a serious injury or illness.
- Qualifying exigencies related to the military deployment of the employee's family member.

Definition of Serious Health Condition: A serious health condition includes conditions requiring inpatient care or continuing treatment under the supervision of a healthcare provider.

Duration of Leave: Eligible employees may take up to 12 work weeks of family and medical leave during a rolling 12-month period. Military caregiver leave may extend up to 26 work weeks during a single 12-month period.

Benefits Continuation: During family and medical leave, group health benefits will continue as if the employee were actively employed. Employees are responsible for continuing to pay their share of applicable premiums during the leave period.

Return to Work: Employees returning from family and medical leave will generally be reinstated to their original or an equivalent position. Failure to return to work on the first scheduled workday following the approved leave may result in separation from employment. Certain "key" employees may not be eligible for reinstatement, and such employees will receive written notice from AIMS.

Additional Information: For more information or to initiate a family and medical leave request, employees should contact EmployeeSupport@aimsk12.org.

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9. Performance Management

Performance Evaluations

At regular intervals, employees will receive a written evaluation of their work performance from their immediate supervisor. These reviews aim to identify strengths, recognize areas for improvement and skill development, encourage growth, and develop strategies within a supportive team. The evaluation typically includes ratings in the following areas: quantity and quality of work, work habits and attitudes, interpersonal skills, dependability, and attendance. For new employees, there will be an interim performance review after the first ninety (90) days of employment, which will include a self-evaluation. Annual performance evaluations will be conducted for returning employees. Supervisors will discuss the evaluation with the employee and provide a copy of the completed form. If an evaluation is not received, employees should inquire with their supervisor. The performance evaluation form also allows employees to indicate if they believe they are working out of class, meaning they are performing duties different from those listed in their class description. It is important for employees to provide this information to ensure their position is classified and compensated appropriately.

All employees have the right to make their own written comments in response to the observations or review findings. This response will be attached to the observation and/or evaluation and kept in the employee's confidential personnel file.

Goal-Setting and Performance Review Processes:

AIMS employees and managers should collaborate to set clear, measurable goals aligned with organizational objectives.

AIMS beginning FY24- 25 Regular performance reviews, held bi-annually (twice a Year), provide opportunities to assess progress, provide feedback, and make adjustments.

The review process should include self-assessments, manager assessments, and open discussions.

Criteria for Performance Evaluations

Evaluations should be based on pre-defined, objective criteria such as job duties, competencies, and key performance indicators based on job performance.

Criteria should be communicated clearly to employees so they understand expectations.

Evaluations should assess both "what" was accomplished and "how" the work was done.

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Opportunities for Professional Development

AIMS will provide annually access to training, mentoring, and other learning opportunities to help employees develop new skills.

Career planning discussions should identify areas for growth and map out development plans.

Promotions, lateral moves, and stretch assignments can also facilitate professional development.

Procedures for Addressing Performance Issues

Clear performance improvement plans should outline areas needing improvement, action steps, and timelines.

Managers should provide regular feedback, coaching, and support to help employees get back on track.

Formal disciplinary procedures (e.g. warnings, suspensions, termination) may be necessary for continued underperformance.

AIMS processes are fair, consistent, and documented.

The overall goal of effective performance management is to align employee efforts with organizational goals, provide meaningful feedback, and support professional growth.

SOP - Employee Performance Review

Employee Disciplinary Action: Causes for Suspension, Demotion, and Dismissal

The following conduct is prohibited and will not be tolerated by AIMS. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and AIMS operations also may be prohibited. Violation of the following standards may result in disciplinary action, up to and including immediate termination.

- Falsification of employment records, employment information, or other AIMS records. This includes making false statements or omitting material information in the application procedure for employment.

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- Falsifying any time record.
- Theft, damage, or destruction of any AIMS property or the property of any employee or client. Removing or borrowing AIMS property without prior authorization.
- Unauthorized use of AIMS equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on AIMS property.
- Participating in horseplay on work time or on AIMS premises.
- Carrying firearms or any other dangerous weapons on AIMS premises at any time. Causing, creating, or participating in a disruption of any kind during working hours. Insubordination, including, but not limited to, failure or refusal to obey the legitimate orders
- or instructions of a supervisor or member of administration or the use of abusive or threatening language toward a supervisor or member of administration.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with students or other employees at any time on AIMS premises. Unreported absences.
- Failure to observe working schedules, including meal and rest periods.
- Sleeping or malingering on the job.
- Working overtime without authorization or refusing to work assigned overtime. Working "off the clock" or failing to record or report all hours worked.
- Failing to keep confidential information pertaining to students.
- Violation of any safety, health, security, or other AIMS policies, rules, or procedures. Committing a fraudulent act or a breach of trust under any circumstances. Engaging in unlawful harassment, discrimination, or retaliation.
- Making false or malicious statements about any employee or AIMS.
- Gambling of any type on AIMS premises.
- Intentionally supplying false information in order to obtain a leave of absence or other benefits from AIMS.
- Poor attendance, including, but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Unsatisfactory work performance.
- Performing unauthorized work on AIMS work time.
- Failure to report incidents of child abuse.
- Willful and persistent violation of provisions of the Education Code or the Board of Education or school charter.

For employees with a written contract of employment that provides for termination "For Cause," "Cause" shall include, but is not limited to: breach of the employment agreement or the employee's failure to perform his/her duties as set forth in the employment agreement, as defined by law, or as specified in the employee's job specification; the employee's failure or refusal to comply with the lawful and reasonable direction of his/her supervisor, or the policies, standards and/or rules of AIMS; if it is determined that employee has conducted him/herself in an unprofessional, unethical, illegal or fraudulent manner, or has acted in a manner detrimental to the reputation, character or standing of AIMS.

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Grievance Procedures

The grievance procedures apply to staff, students, parents, and other stakeholders of AIMS K-12 College Prep Charter District. These procedures provide a systematic process for filing complaints and ensuring they are addressed fairly and promptly.

Informal Resolution: The first step is to attempt an informal resolution. This involves addressing the issue directly and informally. If this approach is ineffective, the next step is taken.

Formal Complaint Submission: If the informal resolution is unsuccessful, a written complaint is submitted to a Supervisor or HR Director, initiating a formal investigation.

Investigation: Once a grievance is filed, an investigator is assigned. The investigator will have an initial discussion with the employee about their concerns and may adjourn the meeting to conduct a thorough investigation.

Grievance Hearing: A grievance hearing is arranged to address the grievance and find a resolution.

Decision and Communication: The decision regarding the grievance will be determined and communicated to the complainant in writing.

Right to Appeal: The employee has the right to appeal the decision. However, the outcome of any appeal will be final.

All parties involved in the grievance process must ensure confidentiality is maintained throughout.

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10. Workplace Safety and Health

Workplace Safety Policies

Emergency Procedures (Fire, Lockdown, Evacuation)

Safe School Plan 12th Street 2023-24 - Final (1).pdf (To Be Updated for FY25-26)

Safe School Plan AIMS HS 2023-24 - Final (1).pdf (To Be Updated for FY25-26)

Health and Safety Policy

The safety of students and staff is among the highest of priorities for AIMS. Injuries and illnesses create personal loss to employees, students, and their families and reduce the AIMS' ability to provide quality education. It is AIMS' position that all accidents are preventable. Each employee is expected to obey safety rules and to exercise caution in work activities. Site administrators have primary responsibility for providing a safe working and learning environment and are accountable for ensuring strict compliance with applicable health and safety requirements. All supervisory employees, from executives to first-line supervisors, share responsibility for ensuring the safety of students and staff. Employees should immediately inform their supervisor about any workplace accidents or security hazards. If this individual is not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

Employees should not transport students unless it relates to a school function and has been approved by AIMS K-12 College Prep Charter District.

When an accident or injury occurs on school property, it should be reported immediately to the Site Administrator. An Incident Report Form (IRF) should be completed as soon as possible. This form is available at the front office.

Student Safety and Liability

A. Safety is one of our first concerns. Students must NEVER be left unsupervised.
B. Staff members must monitor students during pick-up and drop-off.
C. Injuries during the school day must be reported, and an Incident Report Form (IRF) must be obtained from the office and completed. A copy of the report must be emailed to the Director of Enrollment and Director of Operations (enrollment@aimsk12.org) and placed in the student's file, administrator's, administrative assistant's, and teacher's mailbox.
D. Teachers must ESCORT THEIR OWN CLASS to lunch and physical education (when applicable)
E. Teachers should use caution and professional judgment when interacting with students outside of school. Teachers should never accept or invite employees to join their social media circle (e.g., "Friending of Facebook").

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F. Teachers must be alert and cautious at all times when escorting students off campus (including field trips, outings to the park, and running the students around the block during PE).
G. Memos and letters to parents or family members must be approved and initiated by the Head of School or designee before being distributed.
H. Student and staff injuries must be documented on the AIMS Incident Report Form (IRF).

Incident/Accident Reporting Policy

Employees are expected to immediately notify the Site Administrator of any work-related incidents or injuries within 24 hours. When a work-related incident or injury occurs, the following protocol must be followed:

1. **Incident Report Form (IRF):** The supervisor provides the employee with the Incident Report Form (IRF). The employee completes the form and submits it to the supervisor.
2. **Distribution of Forms:**
    - The supervisor or Head of School or their designee provides the employee with a DWC1 Form.
    - Witnesses are provided with a Witness Report Form.
    - The supervisor completes a Supervisor Report Form.
3. **Submission of DWC1 Form:** The employee completes the DWC1 Form and submits it to the ombudsman via email at employeesupport@aimsk12.org.
4. **Submission of Reports:** The supervisor submits the completed Incident Report, Witness Report, and Supervisor Report to the ombudsman via email at employeesupport@aimsk12.org.

Wellness Policy

AIMS Wellness Policy 2023-2024

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11. Legal and Compliance

Unlawful Harassment and Discrimination

AIMS is committed to providing a work environment free of unlawful harassment and discrimination. AIMS' policy prohibits harassment and discrimination based on race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations. All such harassment is unlawful.

All AIMS employees must complete annual sexual harassment training. All newly hired employees complete sexual harassment training.

AIMS' unlawful harassment and discrimination policy applies to all persons involved in the operation of AIMS and prohibits unlawful harassment and discrimination by any employee of AIMS, including supervisors and co-workers. AIMS will take all reasonable steps to prevent or eliminate harassment and discrimination by non-employees, including customers, clients, and suppliers, who have workplace contact with our employees.

Prohibited unlawful discrimination includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race, or any other protected basis.
- Retaliation for having reported or threatened to report harassment or discrimination. California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:
- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexual harassment may include, but is not limited to:
- Unwelcome verbal conduct such as suggestive or derogatory comments, sexual innuendos, slurs, unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.

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- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, or assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats, demands, or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other losses, and offers of benefits in return for sexual favors.

This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

If an employee believes they have been subjected to unlawful harassment or discrimination, they should follow the complaint procedure outlined below. Employees are required to report any conduct prohibited by this policy, regardless of their personal involvement.

Unlawful Retaliation

AIMS prohibits retaliation against any employee because of the employee's opposition to a practice or conduct the employee reasonably believes to be unlawful or because of the employee's lawfully protected participation in an investigation or proceeding. Any retaliatory adverse action because of such opposition or participation may be unlawful and will not be tolerated. All such retaliation is unlawful.

If an employee believes they have been subjected to unlawful retaliation, they should follow the complaint procedure outlined below.

Complaint Procedure - Discrimination, Harassment, Retaliation

Employees must report all incidents of suspected unlawful discrimination, harassment, or retaliation. If an employee believes they have been subjected to such conduct, they should submit a complaint, preferably in writing, to their supervisor or to the HR Department if the complaint involves their supervisor. Supervisors are required to report any conduct that violates or may violate policies regarding unlawful discrimination, harassment, or retaliation to Human Resources. . Complaints should be specific and include the names of the individuals involved and any witnesses and outline incidents of complaint. AIMS encourages all employees to report incidents of unlawful discrimination, harassment, and/or retaliation immediately to ensure complaints are addressed swiftly and fairly. If an employee receives a complaint from a colleague, they should report it to their immediate supervisor or Human Resources of AIMS. If these individuals are unavailable, the report should be made to any other supervisor. All complaints will be handled with confidentiality, and information will be disclosed only as necessary to complete the investigation and resolve the matter. For the 2025-26 school school year all complaints for AIPCS II are reviewed by Alameda County Department of Education (AIPCS II) current Charter Authorizers to determine if formal

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complaints made at AIPCS II will be handled internally or externally by a third party vendor due to FY25-26 MOU requirements.

Upon receiving a complaint, AIMS will conduct a prompt, thorough, and objective investigation and work to resolve the issue. If AIMS determines that unlawful conduct or a policy violation has occurred, appropriate remedial action will be taken based on the circumstances. Employees found responsible for unlawful discrimination, harassment, or retaliation will face disciplinary action, up to and including termination, and measures will be taken to prevent future occurrences.

Retaliation against any employee who files a complaint in good faith or who cooperates in an investigation is strictly prohibited, even if the investigation does not substantiate the complaint or if the charges cannot be proven.

Where to Report a Complaint

Submit a complaint to your immediate supervisor, Human Resources (hrcompliance@aimsk12.org), any other supervisor within AIMS K-12. There is no requirement to report your complaint to any designated supervisor within AMPS. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Supervisors must report all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to the Human Resources Director or other administrators, as appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination if made aware and determined to unreport a complaint.

Contents of Complaint
All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously. However, employees may be required to disclose their identity to AIMS K-12 in order for the School to sufficiently investigate the complaint.

Response to Complaint (Investigation)
Upon notice of conduct requiring an investigation, AIMS will investigate the facts and circumstances of the alleged violation, as appropriate. AIMS will attempt to resolve the complaint by promptly undertaking an effective, thorough, and objective investigation through the use of qualified personnel or third parties and using methods that provide all parties with appropriate due process. AIMS investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

During the investigation, AIMS will provide regular progress updates to those directly involved. AIMS will strive to complete its investigation as efficiently as possible and will reach any conclusions based on the evidence collected and credibility of the witnesses. At the completion of its investigation, AIMS will inform the complainant(s) and the accused of its findings and decisions to the extent permitted by applicable law.

No Retaliation

There will be no retaliation against any employee of AIMS who brings a complaint in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven.

Anti-violence Policy

Senate Bill 553, in California Labor Code section 6401.9, requires California employers to adhere to a comprehensive Workplace Violence Prevention Plan (WVPP), train employees on workplace violence, and log safety incidents.

All school site employees are trained annually on workplace violence, and log safety incidents per requirements of SB 553.

AIMS is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, AIMS has established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on school-related business, or while operating any vehicle or equipment owned or leased by AIMS. This policy applies to all employees.

In order to achieve our goal of providing a workplace that is secure and free from violence, AIMS must enlist the support of all employees. Compliance with this policy and our commitment to a zero-tolerance policy with respect to workplace violence is every employee's responsibility.

Compliance with this anti-violence policy is a condition of employment. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and including immediate termination.

Employees are required to report any incident involving a threat of violence or act of violence immediately to their supervisor, Head of School , or Executive Director. If these individuals are not available, report the incident to any other supervisor and report the incident to the Executive Director as soon as he or she is available. All reports will be investigated by AIMS and appropriate corrective action will be taken.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to the Executive Director.

Employees should immediately inform their supervisor or the Head of School about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

There will be no retaliation against any employee who brings a complaint in good faith under the Workplace Anti-Violence Policy or who honestly assists in investigating such a complaint, even if

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the investigation produces insufficient evidence that there has been a violation or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

Drug and Alcohol Abuse Policy

Our employees are our most valuable resource, and their own health and safety are therefore serious concerns. We will not tolerate any drug or alcohol-related conduct that imperils the health and well-being of our employees. Further, the use of illegal drugs and abuse of controlled substances is inconsistent with the law-abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other controlled substances or alcohol tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost and risk.

We believe our employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves, students, and other employees. We are therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. We hope all employees will join us in achieving our goal of a safe and productive drug-free workplace.

For purposes of this policy, “illegal drugs” include, but are not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). “Drug paraphernalia” means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. “Under the influence” means that the employee is affected by alcohol and/or illegal drugs in any detectable manner.

Prohibited Use

AIMS prohibits the following:

- The use, possession, manufacture, distribution, dispensation, purchase, or sale of unauthorized alcohol, illegal drugs, or drug paraphernalia on AIMS premises, during AIMS business, or during working hours.
- Storing unauthorized alcohol, illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on AIMS premises.
- Being under the influence of unauthorized alcohol or illegal drugs on AIMS premises, during AIMS business, or during working hours.
- Refusing to submit to an inspection when requested by management.
- Failing to keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and the prescribing doctor.
- Smoking and the use of any tobacco products on AIMS property, including AIMS-owned, leased, or contracted buildings, and in AIMS vehicles at all times, by all persons, including employees, students, and visitors at any school or AIMS site or attending any school-sponsored events.

Employees are required to notify the administration of any criminal drug and alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such

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conviction. Within thirty (30) days of receiving the notice, AIMS shall take appropriate administrative or disciplinary action.

Additionally, if an employee is required to take any kind of prescription or nonprescription medication that will affect job performance, they are required to report this to their supervisor. The supervisor will determine if it is necessary to temporarily place the employee on another assignment or take other appropriate action to protect the safety of the employee, other employees, and students.

Searches

AIMS may, at times, conduct unannounced searches of AIMS property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with this or any other policy. This includes desks, storage areas, and rooms normally used to store employees' personal property. As a result, **employees do not have an expectation of privacy in this regard.**

Additionally, whenever AIMS suspects that an employee has sold, purchased, used, or possessed alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances on AIMS premises, AIMS may inspect the employee's personal effects (including parcels, purses, bags, and briefcases) or automobile on AIMS property. As a result, employees do not have an expectation of privacy in this regard.

Violations

Compliance with this policy is a condition of employment at AIMS. Failure or refusal of an employee to cooperate fully, sign any required document, or submit to any inspection will result in discipline, up to and including termination. Furthermore, any violations of this policy may result in disciplinary action, up to and including termination, at AIMS' sole discretion.

Participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, AIMS may report such illegal drug activities to an appropriate law enforcement agency.

Child Abuse Reporting Policy

Child abuse encompasses physical abuse, sexual abuse (including both sexual assault and sexual exploitation), extreme emotional abuse, willful cruelty or unjustified punishment, unlawful corporal punishment or injury that is willfully inflicted, resulting in a traumatic condition, and/or neglect

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(including both acts and omissions). Child neglect is defined as negligent treatment that threatens a child's health or welfare.

In accordance with Sections 11164-11174.3 of the California Penal Code, all AIMS employees are considered mandated reporters. Any employee who knows or reasonably suspects that a child has been a victim of child abuse and/or neglect must:

1. **Immediate Reporting:** Report the incident to a child protective agency (e.g., Department of Children and Family Services), the Police (not School Police), the Sheriff's Department, the County Probation Department, or a County Welfare Department immediately by telephone.
2. **Written Report:** Send a written report of the incident to the same agency within 36 hours.

While the Penal Code obligation to report applies specifically to the aforementioned employees, it is the policy of AIMS that all employees shall comply with the law's reporting procedure whenever they have knowledge of or observe a child in the course of their employment whom they know or reasonably suspect to have been the victim of child abuse.

Additionally, teachers and counselors are legally required to immediately inform a parent and/or authority and report the following instances to the Head of School, who will contact law enforcement and/or the student's parent/guardian in accordance with the law:

1. **Self-Harm Threats:** When a student indicates they are going to physically harm themselves or jeopardize their life.
2. **Harm to Others:** When a student indicates they are going to physically harm another person or jeopardize another person's life, or have knowledge that another person's well-being is threatened.
3. **Abuse Indications:** When a student indicates they are being physically and/or emotionally abused.
4. **Felony Admissions:** When a student indicates they have committed a felony.

Child Abuse Mandated Reporting

All AIMS Employees are required to complete Mandated Reporter training at the beginning of each school year.

What Must be Report

Any of the below acts involving anyone under the age of 18:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The mandated reporter must only have reasonable suspicion that a child has been mistreated; no evidence or proof is required prior to making a report. The case will be further investigated by law enforcement and/or child welfare services.

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How To Report

By Phone

Immediately, or as soon as possible, make a telephone report to child welfare services and/or to a Police or Sheriff's department.

1. Alameda County Social Services Child Abuse 27/7 Hotline: 510-259-1088
2. Oakland Police Department Emergency Dispatch: 510-777-321, Non-emergency: 510-777-3333
3. Alameda County Sheriff's Office Emergency Services Dispatch: 510-272-6878

In Writing

Within 36 hours, a written report must be sent, faxed or submitted electronically. The written report should be completed on a state form called the 8572, which can be downloaded at: https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

Other Information

Safeguards for Mandated Reporters:

The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.

Under state law, mandated reporters cannot be held liable in civil or criminal court when reporting as required; however, under federal law mandated reporters only have immunity for reports made in good faith.

Failure to report:

Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a $1,000 fine.

For the complete law and a list of mandated reporters, refer to California Penal Codes 11164-11174.3

Statement Acknowledging Requirement to Report Suspected Child Abuse

The California Penal Code prohibits sexual abuse, sexual assault, sexual exploitation, child neglect, the infliction of cruel or inhuman corporal punishment, and unjustifiable physical pain or mental suffering on a child. Additionally, the Penal Code prohibits allowing or causing a child to be placed in a situation that endangers the child's health or person.

Section 11166 of the Penal Code requires any child care custodian, health practitioner, or employee

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of a child protective agency who has knowledge of or observes a child in their professional capacity or within the scope of their employment, and knows or reasonably suspects that the child has been the victim of abuse, to report the known or suspected instance of child abuse to a child protective agency. The report must be sent to the child protective agency within 36 hours of receiving the information concerning the incident.

"Child Care Custodian" includes all persons who interact directly on a regular basis with employees, including teachers, administrators, employee service employees, paraprofessionals, and volunteers. "Health Practitioner" includes nurses, physicians, psychologists, and family and child counselors.

As an employee of AIMS K-12 College Prep Charter District, the employment position falls within the definition outlined in Section 11166 of the California Penal Code. Therefore, employees are mandated to comply with the child abuse reporting requirements as stated above.

I, _____, have read and understood the requirements of Section 11166 of the California Penal Code as outlined above and will comply with those provisions.

Signature: _____

Date: _____

A signed copy of this form must be placed in the employee's file

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12. Acknowledgment of Receipt

ALL EMPLOYEES MUST READ THIS EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO HRCompliance@aimsk12.org WITHIN ONE WEEK OF RECEIPT.

I have received a copy of the AIMS Staff Handbook. I will carefully read and understand its contents, and I agree to follow the policies stated therein. I understand that my continued employment is contingent upon adherence to the policies and procedures outlined herein. I understand that transfers, demotions, suspensions, employee discipline, and changes in the terms and conditions of employment may be administered at the sole and absolute discretion of the Charter School. I understand that the conditions governing my employment status (at-will or fixed term) may not be modified orally and may only be modified in writing, signed by the direct supervisor or Head of School and me.

I understand that the AIMS K12 Charter School reserves the right to depart from and modify the policies stated in the Handbook at its sole discretion, with the exception of my employment status (at-will or fixed term).

Name: _____

Signed: _____

Date: _____

718-4/4742959.1

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Coversheet

Job Descriptions

Section: III. Action Items
Item: D. Job Descriptions
Purpose: Vote
Submitted by:
Related Material: Job Descriptions - Board Submission Cover Letter.pdf
Director of HR Compliance JD.docx.pdf
Health Coordinator JD.docx.pdf
Teaching and Learning Director JD.docx.pdf
Dean of Students JD.docx.pdf
Maintenance Technician JD.docx.pdf
Director of Program Compliance JD.docx.pdf
AIMS Executive Director Job Description.pdf
Compliance Analyst JD (Amended).docx.pdf
Manager Extended Day School Programming JD.docx.pdf

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

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of Compliance

Department: Compliance Department

Date of Submission (MM/DD/YYYY): 08/19/2025

Item Details

Title of Item: Job Descriptions: Re-classed, New, and Adjusted for FY 25-26

Is this item a:
- [x] New Submission
- [ ] Renewal

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

Position changes and new positions for FY 25-26. Features re-classed positions, positions added by organizational changes previously approved by the board, and positions whose descriptions or duties are being adjusted for FY25-26.

Approvals

Has this item been reviewed by:
- [x] Superintendent
- [ ] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [x] Yes
- [x] No

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

If no: Explain why:

Will be presented at the Board Meeting in August 2025.

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] 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
- [x] Other: N/A

AIMS K-12 College Prep Charter District

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

T : 510-893-8701 | F : 510-893-0345

Title: **Director of Human Resources**

Category: **Classified**

Work Year: **12 Months**

Employment Type: **Full Time**

Work Location: **Hybrid**

Starting Range: **$133,462 - $154,888.32**

FLSA: **Exempt**

Supervisor: **Executive Director of Designee**

JOB GOALS:
The Director of HR and Compliance provides strategic leadership and oversight of AIMS' Human Resources and Compliance functions. This role ensures the district remains compliant with all relevant federal, state, and local laws, board policies, and funding requirements, while also developing and implementing systems that support effective talent management, equitable compensation, and a strong organizational culture. The Director is responsible for overseeing HR operations, policy development, employee relations, public transparency efforts, and all aspects of legal and regulatory compliance for the organization.

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

ESSENTIAL JOB DUTIES:
Human Resources Leadership

- Provide leadership and strategic direction to the Human Resources department, ensuring consistent and equitable implementation of policies and practices.
- Supervise and support the HR Manager and Manager of Compensation and Benefits in day-to-day HR operations including recruiting, onboarding, employee relations, performance management, and HRIS administration.
- Develop and implement HR strategies aligned with the district's mission, equity goals, and strategic plan.
- Oversee the development, annual review, and board approval of employee handbooks, HR policies, and procedures to ensure legal compliance and alignment with best practices.
- Provide guidance and coaching to supervisors on documentation, progressive discipline, performance evaluations, and workplace investigations.
- Assist in high-level investigations into employee misconduct or grievances, in coordination with site leadership, Ombudsman, and legal counsel as appropriate.
- Ensure the consistent and compliant application of employee classification standards, job descriptions, and credential requirements.
- Oversee implementation and annual updates of the district's public salary schedules, including coordination with payroll and finance teams.
- Review and authorize organizational staffing structures, position control, and compensation changes in alignment with budgetary and equity priorities.
- Monitor and guide processes related to leave management (FMLA, CFRA, ADA), accommodations, and

return-to-work procedures.
- Collaborate with the Manager of Compensation and Benefits to ensure the accurate delivery of employee benefits, compliance with local, state, and federal requirements, and coordination with third-party administrators.
- Lead the continuous improvement of HR systems, HRIS workflows, and employee lifecycle tracking to enhance efficiency, compliance, and data integrity.
- Support initiatives that build and sustain a positive, inclusive workplace culture; contribute to organization-wide strategies for employee engagement and retention.
- Represent AIMS during employment-related audits, investigations, or agency visits.

Compliance Oversight
- Lead and manage all operational, regulatory, and financial compliance functions across the organization.
- Maintain a master HR calendar capturing all relevant deadlines required by Charter Authorizers.
- Oversee preparation and response to external audits relating to personnel and employment labor requests.
- Supervise internal audits and implement corrective action plans when compliance risks are identified within HRIS system, compensation, worker compensation, and employee related matters
- Manage complaints district wide, ensure compliance of documentation of complaints filed and management of records in accordance with employment labor laws.
- Ensure district wide compliance and maintenance of documentation with credentialing, TB/DOJ clearance, and employment eligibility requirements site administrators.
- Partner with Finance/Business Operations to ensure that program design, staffing, and expenditures are compliant with fiscal rules and accurately reported.
- Assist in charter renewal processes and respond to oversight requests from authorizers as needed; lead HR/complaints submissions and documentation preparation.
- Train site and department leaders on HR, employee related requirements, documentation practices, and SOP adherence.
- Oversee performance management reviews to ensure compliance and recordkeeping of PIP, performance reviews.
- Serve as the district's liaison to oversight agencies, legal counsel, and authorizers regarding matters of litigation, settlement, compliance or risk regarding personnel.

Organizational Leadership and Collaboration
- Collaborate cross-functionally with the Executive Director, school site leaders, Finance/Payroll, IT, and Program Compliance to ensure alignment within HR.
- Provide regular updates and reports to the School Board and Executive Leadership Team on risk areas, HR metrics, and personnel data trends as needed or requested.
- Support the development and maintenance of a data-informed culture around HR, compliance, and policy implementation.
- Lead or support strategic initiatives that advance equity, organizational sustainability, and operational excellence.
- Perform other duties as assigned to support the mission and success of the organization.

QUALIFICATIONS:
- Bachelor's degree required; Bachelor's in Psychology, HR, Business Administration or related field preferred.
- Minimum of 3-5 years of experience in educational compliance, HR, operations, or administration, preferably in a charter school or public school setting.
- Valid California administrative credential preferred

KNOWLEDGE AND ABILITIES:
- Deep knowledge of education law, federal and state funding requirements, and charter school regulations.
- Familiarity with school operations, audits, and HRIS (Human Resource Systems)
- Strong organizational, analytical, and communication skills.
- Ability to manage multiple projects and deadlines independently.
- High integrity and discretion when handling confidential information.
- Proficient with Microsoft Suite: Word, Excel, PowerPoint, and Outlook

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30% | Walking: 20% | Sitting: 50%

Minimum Body Movement (Frequency):

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

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

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

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

Title: **Health Coordinator**

Category: **Classified**

Work Year: **12 Months**

Employment Type: **Full Time**

Starting Range: **$76,930 - $89,280**

FLSA: **Exempt**

Supervisor: **Director of Operations or Designee**

JOB GOALS:
Provides support to school site operations with specific responsibilities under the direction of the Director of Operations or designee; coordinates with other personnel in supporting students in documenting activities in accordance with established guidelines and/or regulatory requirements; and assists and conducts mandated health screenings and services. Complies with 504 and IEP requirements, Charter Authorizers and Alameda County Department of Health/Education.

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

ESSENTIAL JOB DUTIES:

- Administers health-related tests as needed and when necessary
- Emergency preparedness regarding all health relation district requirements
- Collaborate with the Director of Operations to align School Safe Plans for the district to align health protocols and internal standard operating practices.
- Manage and record test results.
- Work with teaching staff/administrators to properly inform of student health modifications or accommodations needed.
- Maintain confidentiality according to state, local and federal guidelines.
- Administers medication, CPR, school-related exams, and other procedures and maintains a medical log of care.
- Participate in supporting various health screenings, immunizations, training, and other specialized tasks such as health assessments as needed.
- Ensures that students are meeting health screens and immunizations.
- Ensure SIS systems health modifications or medications are updated throughout the school year.
- Works on outreach with health partners to bring health programs to our district.
- Coordinator/liaison with health vendors when district wide PD and or screenings are needed
- Engage with local, state, and federal public health departments.
- Maintains all health records and emergency information.
- Responds in a timely manner to phone calls and emails.

- Ensure all health reporting is documented
- Implements charter school, local, state, and federal policies, and requirements.
- Actively participates in 504, IEP, SST, and health committee meetings.
- Serves as a liaison for home health services, case management, and communication with education partners.
- Leads in health education and best practices professional development.

QUALIFICATIONS:

- Preferred experience with children in community health setting

LICENSES & CERTIFICATES:

- A valid driver's license and proof of valid automobile insurance.
- Requires fingerprint clearance from the Department of Justice.
- Proof of valid TB clearance
- Evidence of LVN license as approved by the state of California.

KNOWLEDGE AND ABILITIES:

- The ability to work with others and respond to public inquiries in a courteous manner.
- Knowledge of HIPAA, HHS, and OCR, compliance requirements as applied in a school setting.
- Knowledge of safety precautions required by Occupational Safety and Health Administration (OHSA) guidelines.
- Ability to administer medication and other appropriate medical procedures and effects.
- Ability to present in workshops and trainings.
- Strong written and verbal communication skills
- Flexible and efficient in high-pressure situations
- Well-organized and able to multitask projects and prioritize responsibilities
- Knowledge of relevant software applications and systems including medical recording systems and educational systems
- Proficient in the use of email and the internet

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 40 Walking: 20 Sitting: 40

Minimum Body Movement (Frequency):

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

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 2 Reaching Overhead: 1 Kneeling or Squatting: 3

Climbing Ladders: 0 Climbing Stairs: 3

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin,

or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective: 03/28/23 Amended 08/15/25
Board Approved: 03/28/23
New Board Approved: 08/26/25

AIMS K-12 College Prep Charter District

Title: **Teaching & Learning Director**

Category: **Classified Management**

Work Year: **12 Months**

Employment Type: **Fulltime**

Starting Range: **$133,462 - $154,888.32**

FLSA: **Exempt**

Supervisor: **Executive Director or Designee**

JOB GOALS: Responsible for developing for planning, evaluating, and managing comprehensive research and development programs in support of the instructional and other programs within AIMS K-12 College Prep.

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

ESSENTIAL JOB DUTIES:

- Formulates applicable policies and procedures.
- Plans and conducts training relative to the assessment & accountability programs, and relative to the collection, reporting, and interpretation of student achievement data.
- Plans and oversees the K - 12 standardized testing program. Devises and directs use of records, reports, and other materials essential to program.
- Oversees the district participation in large-scale assessment activities. Coordinates the district participation in accountability measures.
- Assists school administrators in training staff relative to test ethics and administration procedures and corrective actions for violations.
- Approves the format of student achievement data in the data warehouse and the content of standard reports generated from the data warehouse.
- Assists schools in interpreting accountability reports and other program evaluations.
- Assists in the alignment of assessments with curricular and instructional standards and programs.
- Analyzes assessment results and identifies areas for improvement.
- Evaluates student assessment results and submits recommendations to administrators, instruction specialists, classroom teachers, and staff as appropriate.
- Participates in state and district level coordination, evaluation, review, and development committees.

QUALIFICATIONS:

- Bachelor's degree and any combination equivalent to: Two- Five years' increasingly responsible certificated and management experience in school improvement, instructional leadership,
- Experience designing and implementing district-level professional learning and training in Coaching, teaching and or supports with leadership in development of teaching and learning.
- Valid California driver's license; provide personal automobile and proof of insurance. Possession of a valid California
- Teaching Credential and Administrative Services Credential preferred not required.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE AND ABILITIES:

• Intstuctional coaching experience & lead teacher leading professional development district or charter.
• Data-Based Problem Solving.
• Positive Behavioral Interventions and Supports.
• Universal Design for Learning.
• Effective Leadership Practices.
• Principles and practices of administration, supervision, and professional learning.
• Planning, organization, and evaluation of professional learning.
• School improvement and professional learning initiatives.
• School management, practices, supervision, development, and training.
• Educational programs, curriculum and instruction, and learning of students K-12. Instructional programs at all Levels. Explicit commitment to and experience providing equitable experiences and outcomes. Utilizing data and assessment results to plan, monitor, and assess professional learning.
• Academic and behavior interventions to support high quality instruction for all students and to meet student's individual needs.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):
Standing: 30 Walking: 20 Sitting: 50
Minimum Body Movement (Frequency):
None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)
Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective: July 1, 2025
Board Approved: Pending Board Approval July 10, 2025

Reclassed from MTSS Director 8/26/25

AIMS K-12 College Prep Charter District

TItle: Dean of Students

Category: Certificated

Work Year: 12 months

Employment Type: Full Time

Starting Salary: $ 82,090.72- $95,269.63

Supervisor: Head of School or Designee

JOB GOALS:
Under the direction of a Director of Schools, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned elementary school; assist the Head of School with administrative duties involving student conduct, curriculum development and school plant operations as assigned; supervise and evaluate the performance of assigned personnel

RESPONSIBILITIES:

- Plan, organize, coordinate, implement and participate in programs and activities related to the operation of an assigned elementary school, including instruction, student discipline and other programs; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs
- Perform a variety of administrative duties to assist the Head of School in managing the school; assume the duties of the Director of Schools as assigned.
- Assist with supervision and evaluation of the performance of designated certificated and/or classified personnel; assign duties to faculty and staff as appropriate and approved by the Director of Schools to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff
- Assist with development and administration of disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints; serve on discipline or expulsion panels as assigned
- Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines. Supervise Saturday School
- Establish, coordinate and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements
- Assist in monitoring and organizing attendance functions; prepare letters and call parents as needed regarding absent or tardy students
- Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate
- Prepare and maintain a variety of District, County, State and federally mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement
- Provide direction to the school's guidance and counseling services, school attendance issues and plant maintenance; assure programs and services meet established objectives and requirements
- Assure the health, safety and welfare of students

QUALIFICATIONS:

- Education and Experience: Any combination equivalent to: Bachelor's degree and four years of elementary classroom teaching experience
- Preferred a California Teaching Credential and be eligible to receive a California Administrative Services Credential

KNOWLEDGE AND ABILITIES:

- Comprehensive organization, activities, goals and objectives of an assigned elementary school
- School law administration, applicable sections of the State Education Code and other applicable laws
- Modern office practices, procedures and equipment
- Instructional standards and faculty requirements
- Board and District policies, procedures and regulations
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Basic computer operation
- Public speaking techniques
- Organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned elementary school
- Assist the Director of Schools with administrative duties involving student conduct, curriculum development and school plant operations as assigned
- Direct, evaluate and supervise assigned certificated and/or classified staff
- Oversee activities regarding personnel, the physical plant, student services and activities, curriculum and instruction
- Prepare and deliver oral presentations
- Establish, coordinate and maintain communication with community and parent groups
- Assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws
- Plan and organize work
- Analyze situations accurately and adopt an effective course of action
- Complete work with many interruptions
- Establish and maintain cooperative and effective working relationships with others
- Understand and resolve issues, complaints or problems
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Monitor students

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Body Movement (Frequency):

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

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

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

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin,

or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective: 5/16/17
Board Approved: 5/16/17
New Board Approval w/ amendments: 8/26/25

AIMS K-12 College Prep Charter District

Title: **Maintenance Technician**

Category: **Classified $38.86**

Work Year: **12 Months**

Employment Type: **Partime**

Hourly: **$38.86-$45.92**

FLSA: **Non-Exempt**

Supervisor: **Director of Operations**

JOB GOALS: Responsible for ensuring the upkeep and functionality of school buildings, grounds, and equipment. This includes performing routine repairs, preventative maintenance, and responding to maintenance requests to create a safe and conducive learning environment.

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

ESSENTIAL JOB DUTIES:

Responsibilities:

1.Routine Maintenance:

- Perform daily inspections and preventive maintenance on school buildings, equipment, and systems.
- Address and resolve issues related to plumbing, electrical, HVAC, and other essential systems.
- Maintains work logs and records related to completed work tasks.
- Performs carpentry work in the alteration, repair, and maintenance of buildings and
- Maintenance of facilities, including partitions, cabinets, floors, roofs, doors, windows, fences, furniture, sheds, scaffolds, and forms.
- Paints walls and buildings and performs other related tasks including preparing surfaces for painting or repainting.
- Installs and makes emergency repairs and adjustments to plumbing fixtures and
- equipment including pipes, washers and gaskets, faucets, floats, and valves.
- Repairs and/or replaces door hinges, locks, thresholds, door closure, door jambs, and

- panic hardware.

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2. Repairs and Troubleshooting:

- Respond promptly to maintenance requests and address issues efficiently.
- Diagnose and repair mechanical, electrical, and structural problems.
- Collaborate with school staff to understand and prioritize maintenance needs.

3.Groundskeeping:

- Maintain the school grounds, including landscaping
- Ensure a safe and clean outdoor environment for students, staff, and visitors.

4. Project Support:

- Assist in the planning and execution of maintenance projects.
- Collaborate with contractors and other vendors as needed.
- Keep accurate records of maintenance activities and project details.

5. Event Support:

- Setup and breakdown of school event preparation before/after and during school hours
- Collaborate with school leaders to ensure execution of or set up for school events or board meetings.

5.Safety and Compliance:

- Adhere to safety protocols and ensure compliance with relevant regulations.
- Report any safety hazards and work towards their resolution.
- Adhere to OSHA/School Safe Plan to ensure safety of all students and faculty.

QUALIFICATIONS:

- Proven experience in building maintenance, with a focus on schools or similar facilities.
- Strong knowledge of electrical, plumbing, HVAC, and general construction principles.
- Ability to operate maintenance tools and equipment.
- Excellent troubleshooting and problem-solving skills.
- Strong communication and collaboration skills.
- Physical ability to perform tasks that may require lifting, climbing, and prolonged periods of standing.

KNOWLEDGE AND ABILITIES:

- High school diploma or equivalent.
- Maintenance experience preferred but not required

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

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

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

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

Climbing Ladders: 0 Climbing Stairs: 2

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Effective: TBD BOARD APPROVAL REQUIRED
Board Approved: Pending Board Approval July 10, 2025

AIMS K-12 College Prep Charter District

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

T : 510-893-8701 | F : 510-893-0345

Title: **Director of Program Compliance**

Category: **Classified**

Work Year: **12 Months**

Employment Type: **Full Time**

Work Location: **School Site**

Starting Range: **$133,462 - $154,888.32**

FLSA: **Exempt**

Supervisor: **Executive Director of Designee**

JOB GOALS:
The Director of Program Compliance provides strategic leadership and oversight of AIMS' program compliance functions. This role ensures the district remains compliant with all relevant federal, state, and local laws, board policies, and funding requirements, while also developing and implementing systems that support effective program compliance district wide. The Director is responsible for overseeing Program compliance policy development, and all aspects of legal and regulatory compliance for the organization.

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

ESSENTIAL JOB DUTIES:
Compliance Oversight

- Lead and manage all operational, regulatory, and financial compliance functions across the organization.
- Maintain a master compliance calendar capturing all relevant reporting deadlines (e.g., LCAP, SARC, Dashboard, CALPADS, CA Dashboard, Title programs, food services).
- Ensure compliance and reporting of all requirements of Charter authorizers, charter petition and Alameda Department of Education.
- Ensure compliance with federal, state, and local regulations governing charter schools, including Education Code, labor laws, OSHA, and charter-specific laws.
- Oversee preparation and response to external audits, including CDE's Federal Program Monitoring (FPM), Title Funding audits, and compliance reviews from authorizers or other agencies.
- Supervise internal audits and implement corrective action plans when compliance risks are identified.
- Coordinate annual reviews and updates of district-wide policies, SOPs, and board-approved governance materials.
- Oversee program compliance for school nutrition programs in partnership with the Director of Operations and Nutrition Services Manager, ensuring program eligibility, safety, and audit-readiness.
- Monitor and ensure compliant use of restricted/state funding, including ESSER, Title funds, afterschool (ASES) (ELOP) grants, and other state/federal allocations.
- Conduct annual restricted funding reviews, ensuring all expenditures meet compliance requirements and align with program intent.
- Support the compliant setup and oversight of extended learning programs and other initiatives funded by

restricted grants or categorical funding.
- Partner with Finance/Business Operations to ensure that program compliance design, staffing, and expenditures are compliant with fiscal rules and accurately reported.
- Assist in charter renewal processes and respond to oversight requests from authorizers as needed; lead compliance submissions and documentation preparation.
- Train site and department leaders on program compliance requirements, documentation practices, and SOP adherence.
- Serve as the district's liaison to oversight agencies, legal counsel, and authorizers regarding matters of compliance or risk.

Organizational Leadership and Collaboration
- Collaborate cross-functionally with school site directors, Head of schools, Executive Director, Finance/Payroll, IT, and school site leaders to ensure alignment between compliance, operations.
- Provide regular updates and reports to the School Board and Executive Leadership Team on risk areas, compliance metrics, and compliance program trajectory and goals for the school year.
- Support the development and maintenance of a data-informed culture around HR, compliance, and policy implementation.
- Lead or support strategic initiatives that advance equity, organizational sustainability, compliance and operational excellence.
- Perform other duties as assigned to support the mission and success of the organization as it relates to program compliance.

QUALIFICATIONS:
- Bachelor's degree required; Bachelors in Public Administration, Education, or related field preferred.
- Minimum of 3-5 years of experience in educational compliance, operations, or administration, preferably in a charter school or public school setting.
- Experience overseeing program compliance in Charter or school districts.
- Valid California Drivers License.

KNOWLEDGE AND ABILITIES:
- Deep knowledge of education law, federal and state funding requirements, and charter school regulations.
- Familiarity with school program compliance/ operations, audits, and compliance tools (e.g., CALPADS, State Federal Reporting, CNIPS).
- Strong organizational, analytical, and communication skills.
- Ability to manage multiple projects and deadlines independently.
- High integrity and discretion when handling sensitive/confidential information.
- Proficient with Microsoft Suite: Word, Excel, PowerPoint, and Outlook

PHYSICAL ACTIVITY REQUIREMENTS:
Minimum Work Position (Percentage of Time):
Standing: 30% | Walking: 20% | Sitting: 50%
Minimum Body Movement (Frequency):
None (0) | Limited (1) | Occasional (2) | Frequent (3) | Very Frequent (4)
Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

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

T : 510-893-8701 | F : 510-893-0345

Title: Executive Director

Category: Classified Management

Work Year: 12 Months

Employment Type: Full Time

Work Location: AIMS K-12 Charter District

Starting Range: $188,001.00 - $202,530.47

FLSA: Exempt

Supervisor: Board of Directors or Designee

JOB GOALS:
The Board of Directors of AIMS K-12 College Prep Charter District seeks an Interim Executive Director to lead the organization through a dynamic and exciting phase of its history. One of Oakland's first charter schools, AIMS has grown into a diverse and high performing network of three award-winning schools serving 1,300 students. In its next phase, AIMS will expand its vision and programming for Special Education and actualize its commitment to strategic, data-driven leadership and compliance while building on the robust talent and many strengths in its schools.

We seek a leader who will bring focus to the unification of the school communities, addressing immediate needs of alignment to the AIMS ACOE MOU, and working with the board to transition to a permanent leader. Key responsibilities include strategic leadership, operational oversight, and effective communication with stakeholders.

The role commences June 1, 2025 through June 30, 2026.

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

ESSENTIAL JOB DUTIES:

- **Strategic Leadership:** Provide direction and guidance during the transition period, focusing on aligning the school's human resources, systems and structures to successfully executing the AIMS ACOE MOU.
- **Operational Oversight:** Manage day-to-day operations, ensuring the schools and departments run smoothly and effectively.
- **Stakeholder Communication:** Keep the board, staff, families and community informed about key decisions and developments.
- **Change Management:** Implement changes and address challenges while deepening Special Education programming and ensuring a smooth transition to a permanent CEO.
- **Performance Management:** Implement performance management systems with leadership to track progress toward MOU metrics. Evaluate performance, identify areas for improvement, and implement solutions.
- **Financial Management:** Oversee budgets, ensure financial stability, and address any financial concerns.
- **Team Leadership:** Lead and support staff, fostering a positive and productive work environment. Develop strategic leadership of the senior team.
- **Specific Tasks and Responsibilities:**

- Develop and implement short-term operational plans: Address immediate organizational needs and priorities.
- Review internal processes and procedures: Identify areas for improvement and implement changes.
- Work with the board to develop a search process for a permanent CEO: Provide input and support for the search process.
- Prepare for and participate in meetings with the board: Provide updates and recommendations. and maintain relationships with key stakeholders: Including staff, students, parents, and community members.
- Ensure compliance with all relevant laws and regulations: Including those related to charter schools.
- Perform all other duties as assigned.

QUALIFICATIONS:

- **Master's degree required:** Advanced degree in education, public administration, nonprofit management, or a related field.
- **Proven leadership experience:** Demonstrated ability to lead and manage teams effectively.
- **Strong communication and interpersonal skills:** Ability to communicate effectively with diverse audiences.
- **Experience in education or non-profit settings:** Knowledge of the charter school landscape is beneficial.
- **Experience in change management:** Ability to navigate transitions and implement changes.
- **Financial management skills:** Ability to manage budgets and ensure financial stability.
- **Problem-solving and decision-making skills:** Ability to analyze situations and make sound decisions.
- **Ability to work independently and collaboratively:** Able to work with minimal supervision and as part of a team.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):
Standing: 30 Walking: 20 Sitting: 50
Minimum Body Movement (Frequency):
None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)
Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2

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Effective: July 1, 2025
Board Approved: Board Approved May 31, 2025

AIMS K-12 College Prep Charter District

Title: Compliance Analyst

Category: Classified

Work Year: **12 months**

Employment Type: **Full time**

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

FLSA: Exempt

Supervisor: Compliance Director or Designee

JOB GOALS: Under the direction of the Compliance Director or designee, the analyst will be responsible for researching, extracting, and analyzing data from various sources; developing strategies for optimizing processes by engineering efficient solutions based on large datasets; formulating algorithms and models to determine trends and correlations; and presenting findings in an organized fashion. Additionally, the analyst will collect, compile and analyze program compliance data, metrics and statistics and apply data to make recommendations related to recruitment, retention and legal compliance.
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REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Collect, compile and analyze large program compliance datasets, metrics and statistics to identify patterns and correlations to generate insights and solutions related to program compliance
- Prepares reports of data results presenting and explaining findings to senior leadership
- Purchase order compliance internal tracking & monitoring.
- Compiles and prepares reporting for state, federal and local, district reporting, charter authorizers requirement to ensure compliance of reports.
- Utilizing predictive analytics, linear regression methods, machine learning techniques, etc. to draw meaningful conclusions from the data.
- Answers inquiries from employees on a variety of program compliance issues/topics.
- Maintains an efficient system for program compliance items restricted/state local funding requirements, review of allocation of funding.
- Periodically reviews records for completeness and compliance according to established checklists of program compliance related to school site operations.
- Based on metrics and analysis make recommendations to the Director of Program compliance for policies/processes/procedures and activities to improve organizational culture.
- Provides support in implementation of new training, development related to Program Compliance.

- Conduct program compliance audits
  Ensure compliance of data privacy regulations and best practices.
- Assist leadership with staffing, leading training, recruiting best practices, and departmental budgets.
- May guide, lead or assist with the Compliance Committee (annual requirement to ensure all program compliance in restricted/categorical funding allowance).
- Developing algorithms and models to interpret data and determine trends to better support school sites in program compliance.
- Ensuring compliance with relevant industry regulations and standards regarding data management.
- Preparing concise reports for educational partners on the insights derived from analyzing collected data.
- Customizing solutions based on the individual needs of the organization or department
- Communicating clearly and effectively with both technical and non-technical audiences
- Inputting data in various AIMS information systems EPICenter, CALPADS, Paycom
- Supports human resources related compliance projects related to the HRIS systems and programs with cross-functional teams and focuses on improving.
- Perform all other duties as assigned.

QUALIFICATIONS:

- A bachelor's degree preferred in business administration/education and or related field
- 1-2 years of data analysis or field related experience working in Charter or School District
- Fingerprinting and TB test required

KNOWLEDGE AND ABILITIES:

- A good understanding of the fundamentals of programming languages such as but not limited to Python and R is essential for success in this role.
- Strong analytical and problem solving skills
- Through understanding of local, state and federal laws involving school program compliance.
- Additionally, knowledge of data visualization tools such as but not limited to Tableau, D3.js, and PowerBI should be acquired to create compelling data dashboards and visuals.
- Knowledge of Microsoft Windows, Microsoft Office suite (emphasis on Excel) and Adobe Reader
- Possess the skills to work collaboratively or independently as needed
- Ability to set priorities, multi-task and see projects through from start to finish

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):
Standing: 15 Walking: 15 Sitting: 70
Minimum Body Movement (Frequency): 2
None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)
Lifting (lbs.): 50 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 1 Climbing Stairs: 2

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or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:
Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

Title: **Manager of Extended School Programming**

Category: **Classified**

Work Year: **12 months**

Employment Type: **Full Time**

Work Location: **AIMS K-12 Charter District (On-Site)**

Starting Range: **$100,678.45 - $116,841.46**

FLSA: **Exempt**

Supervisor: **Head of Schools**

JOB GOALS:
The Manager of Extended School Programming is part of the administrative leadership team working under the supervision of the Director of Schools. Manager of Extended School Programming has overall responsibility for the curricular and non-curricular programs involving students and faculty in the Extended Day Program. The Extended Day Director works in collaboration with the AIMS leadership team, to help develop and nurture a learning community dedicated to each and every child. The Extended Day Manager also organizes, supervises, and communicates all aspects of the After School Activities.

RESPONSIBILITIES:

- Performs other duties as assigned.
- Manage all federal or state funded Afterschool/Extended day programs such ELOP and ASES.
- Ensure Extended Day programs provide an environment that nurtures the social, emotional, cognitive, physical, and spiritual development of all children in each program.
- Support afterschool faculty with strategies for classroom management and communication with parents
- Serve as liaison with parents, available to parents for questions or concerns about programs.
- Attend full faculty meetings.
- Manage payroll schedules and hours for submission bi-monthly
- Collaborate with the business office to ensure the annual afterschool program budget is completed and submitted to the AIMS board for approval and meets fiscal requirements of all afterschool allowed expenditures.
- Extended Day staff schedules.
- Managing ordering and distribution of snack/supper supplies.
- Gather and schedule after school activity offerings.
- Coordinate and staff childcare for staff children.
- Ability to implement fun and engaging developmental activities in the areas of character development, project based learning, fitness and recreation, and academics/enrichment.
- Continually interfacing with students, volunteers, staff, and parents.
- Ability to lead and supervise small and large groups by recognizing potential issues and applying problem solving methods as needed.

- Ability to observe student behavior, assess its appropriateness and apply appropriate behavior management techniques, positive redirection, or appropriate corrective action as necessary to support students in making positive behavior choices and provide feedback to extended day programming staff.
- Accurately completes and submit approvals of time cards, incident reports, attendance, receipts, and other program related materials in accordance with all extended day programming requirements.
- Evaluates the program daily to suggest improvement, needs, hazards and/or trends to Head of Schools for further adjustments to benefit programming and needs of students.
- Responsible for a designated group for the duration of program or until replacement Program Assistant arrives – never leave a group unsupervised.
- Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established procedures for notification to the parents.

QUALIFICATIONS:

Bachelor's degree from an accredited college and two years of experience in community work, afterschool program in an area related to the duties described above; or an Associate Degree or its educational equivalent and four years of experience in community work in an area related to the duties described above is preferred but not required.

OR

A high school diploma and six years of experience in community work in an area related to the duties described above.

KNOWLEDGE AND ABILITIES:

- Familiarity with the Oakland Public Charter School system.
- Presently or formerly a public-school parent.
- Experience with convening workshops.
- Bilingual where there is a significant non-English speaking population.
- Excellent communication, organizational, interpersonal and problem-solving skills.
- Conflict resolution and mediation skills.
- Experience working with families and parents.
- Proficiency with MS Word, Excel, electronic mail, and internet.
- Experience with grant writing and other fundraising strategies.

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 30% | Walking: 20% | Sitting: 50%

Body Movement (Frequency):

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

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2

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Reclassified from Coordinator of Extended Day Programming
Board Approved: ***Pending Board Approval***