



**AIMSK-12**  
COLLEGE PREP  
CHARTER DISTRICT

## AIMS K-12 College Prep Charter District

### **AIMS Governance Committee Meeting**

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#### **Date and Time**

Tuesday October 7, 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

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One tap mobile

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

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

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Meeting ID: 661 426 6860

Passcode: 071330

Find your local number: <https://us02web.zoom.us/u/kb9RJj161W>

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Ahsjanee Hutchings has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public m

Meetings at AIMS. Please notify Ahsjanae Hutchings at (510) 504-6898 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

[\*\*Click To Submit Public Comment\*\*](#)

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## Agenda

		Purpose	Presenter	Time
<b>I.</b>	<b>Opening Items</b>			<b>4:30 PM</b>
	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. <b>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).</b>			
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. <b>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).</b>			

		Purpose	Presenter	Time
<b>II.</b>	<b>Approve Committee Meeting Minutes</b>			<b>4:54 PM</b>
A.	Governance Committee Meeting Minutes: 9/11/25	Approve Minutes	Jaime Colly	2 m
<b>III.</b>	<b>Action Items</b>			<b>4:56 PM</b>
A.	Videography Vendor (CCSA Referral)	Vote	Suzen Chu	5 m
<b>IV.</b>	<b>Non-Action Items</b>			<b>5:01 PM</b>
A.	Conflict of Interest Policy	Discuss	Kimi Kean	10 m
B.	Vision and Values engagement framework for fall/winter 25-26	Discuss	Kimi Kean	20 m
C.	Revised AIMS BOD role description	Discuss	Kimi Kean	10 m
D.	Board Recruitment Updates	Discuss	Kimi Kean	5 m
<b>V.</b>	<b>Closed Session</b>			<b>5:46 PM</b>
A.	Public Comment on Closed Session items	Discuss	Jaime Colly	5 m
	Public comment on closed session items is set aside for members of the public to address items on the Board's agenda for closed session. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. <b>Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).</b>			
B.	Recess to Closed Session	Discuss	Jaime Colly	5 m
	Pursuant to the Brown Act (Government Code Section 54957.6), the following items will be discussed in closed session:			
<b>VI.</b>	<b>Closing Items</b>			<b>5:56 PM</b>

	Purpose	Presenter	Time
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 Wednesday November 12th, 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. Ahsjanae Hutchings has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Ahsjanae Hutchings at (510) 504-6898 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.**

**I, Ahsjanae Hutchings, hereby certify that I posted this agenda on the AIMS website at [www.aims12.org](http://www.aims12.org), on or before October 4th, 2025, before 4:30 PM.**  
**Certification of Posting**

## Coversheet

### Governance Committee Meeting Minutes: 9/11/25

**Section:** II. Approve Committee Meeting Minutes  
**Item:** A. Governance Committee Meeting Minutes: 9/11/25  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governance Committee Meeting on September 11, 2025

APPROVED



**AIMS K-12**  
COLLEGE PREP  
CHARTER DISTRICT

## AIMS K-12 College Prep Charter District

### Minutes

#### Governance Committee Meeting

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##### Date and Time

Thursday September 11, 2025 at 4:30 PM

##### Location

171 12th Street, Oakland, CA 94607

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

Join Zoom Meeting

<https://us02web.zoom.us/j/6614266860?pwd=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09>

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**Committee Members Present**

J. Colly (remote), J. Hinton, K. Kean (remote), M. Menendez, M. Sweet (remote)

**Committee Members Absent**

*None*

**Guests Present**

A. Hutchings, T. Tung (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

K. Kean called a meeting of the Governance Committee of AIMS K-12 College Prep Charter District to order on Thursday Sep 11, 2025 at 4:42 PM.

**B. Record Attendance and Guests**

**C. Adoption of the Agenda**

M. Menendez made a motion to Adopt the Agenda with amendments: - Agenda item C moved to Non-Action Items. - Action item B moved to the Finance Agenda.

J. Colly seconded the motion.

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

**D. Public Comments on Agenda Items**

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

**II. Approve Committee Meeting Minutes**

#### **A. Governance Committee Meeting Minutes: 8/26/25**

J. Colly made a motion to approve the minutes from Governance Committee Meeting on 08-26-25.

M. Menendez seconded the motion.

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

##### **Roll Call**

J. Hinton	Aye
M. Sweet	Abstain
M. Menendez	Aye
J. Colly	Aye
K. Kean	Aye

### **III. Action Items**

#### **A. Job Descriptions**

M. Sweet made a motion to Motion to elevate Item A to a full action item for the board meeting.

J. Hinton seconded the motion.

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

#### **B. Title III MOU 25-26**

Moved to Finance Agenda

#### **C. Organization Chart Adjustments**

Non-Action Item

#### **D. Proposed Remote Work Guidelines**

Marco proposed changes to the remote work guidelines, suggesting a gradual transition to requiring all staff to work on-site at the 12th Street campus five days a week. During discussions with the board, both the pros and cons of this proposal were considered. The board emphasized prioritizing student-facing roles initially.

### **IV. Non-Action Items**

#### **A. Governance Work Plan**

The proposed Bylaw changes will be addressed by Kimi, Jaime, and Ahsjanae, and presented to the board for action during the upcoming board meeting. Additionally, board goals and the Executive Director's evaluation will be discussed further by the board at the meeting.

### **V. Closed Session**

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

**B. Recess to Closed Session**

The board did not recess to closed session

**VI. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:03 PM.

Respectfully Submitted,

K. Kean

**B. NOTICES**

## Coversheet

### Videography Vendor (CCSA Referral)

**Section:**

III. Action Items

**Item:**

A. Videography Vendor (CCSA Referral)

**Purpose:**

Vote

**Submitted by:****Related Material:**

Videography Vendor (CCSA Referral) Approval.PDF



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

### Submitter Information

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

### Item Details

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

### Approvals

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

### Committee Review

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

### Deadline Information

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

### Financial Information (if applicable):

Total Cost: \$ \_\_\_\_\_

Is this expenditure included in the annual budget?

Yes       No

Please specify in which plan this expense is indicated:

SPSA       LCAP       Other: \_\_\_\_\_



Public Relations  
& Creative Services

# VENDOR REFERRAL

## Videography

AIMS K-12 College Prep Charter District



**Prepared by:**  
Ana Tintocalis  
Managing Director,  
Public Relations & Creative Services  
08/13/2025



**Submitted to:**

Suzen Chu, Director of Marketing, Communications, and Recruitment  
AIMS K-12 College Prep Charter District

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CCSA's Public Relations & Creative Services (PRCS) defines success by helping member schools strengthen and amplify their narratives to achieve their goals. As part of that work, we connect members to trusted video production partners who can take on larger projects—streamlining the process and making it easier for you to collaborate with the right people.

Based on our consultation, PRCS recommends **Filmtwist Creative Agency** to produce your 3-minute school promotional video.

Located in the Bay Area, Filmtwist is a highly regarded video production agency and a proud CCSA Vendor Member, meaning they've earned our seal of approval for quality, professionalism, and expertise in the charter school landscape. The team partners with education organizations and mission-driven brands to bring their stories to life through strategic, high-quality content.

**Filmtwist Creative Agency**

Address: 911 Marina Way South, Studio E1, Richmond, CA 94804

Website: [filmtwist.com](http://filmtwist.com)

[Work Samples: Click here to see their work](#)

**Point of Contact:**



Tien Luis-Goff  
Operations Manager  
[tien@filmtwist.com](mailto:tien@filmtwist.com)  
[\(734\) 277-4642](tel:(734)277-4642)

**NEXT STEPS:**

PRCS would like to set up an initial meeting with you and Filmtwist's Operations Manager, Tien Luis-Goff, so he can provide a cost estimate and turnaround time. If you'd like us to move forward, Sury Jimenez will coordinate with you to confirm a date and time.

Thank you for reaching out to us—we're happy to help connect you with the right people to bring your vision to life. Keep us in mind if your school needs social media reels, photography, graphic design, a website refresh, media coverage, or reputation management.

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