AIMS K-12 College Prep Charter District

AIMS Governance Committee Meeting

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

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

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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) minutes per person, and the total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**			

		Purpose	Presenter	Time
II.	**Approve Committee Meeting Minutes**			**4:54 PM**
A.	Governance Committee Meeting Minutes: 9/11/25	Approve Minutes	Jaime Colly	2 m
III.	**Action Items**			**4:56 PM**
A.	Videography Vendor (CCSA Referral)	Vote	Suzen Chu	5 m
IV.	**Non-Action Items**			**5:01 PM**
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
V.	**Closed Session**			**5:46 PM**
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. **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.	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:

VI.	**Closing Items**			**5:56 PM**

		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.aimsk12.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

Minutes

Governance Committee Meeting

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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Click To Submit Public Comment

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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)

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	
M. Sweet	Abstain
M. Menendez	Aye
J. Colly	Aye
K. Kean	Aye
J. Hinton	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: Suzen Chu
Position/Title: Director
Department: Marketing and Communications
Date of Submission (MM/DD/YYYY): 09/30/2025

Item Details

Title of Item: Videography Vendor (CCSA Referral) Approval
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

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

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

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

If no: Explain why:
New sumbission

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 09/17/2025

Financial Information (if applicable):

Total Cost: $ 18,000 or less

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

Public Relations
& Creative Services

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

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
Work Samples: Click here to see their work

Point of Contact:



Tien Luis-Goff
Operations Manager
tien@filmtwist.com
(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.
