AIMS K-12 College Prep Charter District

Board Budget Workshop

Special Board Budget Workshop Session

Date and Time

Wednesday November 12, 2025 at 4:30 PM PST

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.

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Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**4:30 PM**
A.	Record Attendance		Ahsjanae Hutchings	1 m
B.	Call the Meeting to Order		Kimi Kean	
C.	Adoption of the Agenda	Vote	Kimi Kean	5 m
II.	**Public Comment**			**4:36 PM**
A.	Public Comment on Agenda Items	Discuss	Ahsjanae Hutchings	4 m
B.	Public Comment On Non-Agenda Items	Discuss	Ahsjanae Hutchings	4 m
III.	**Introduction & Purpose**			**4:44 PM**
A.	Introduction & Purpose			5 m

- Welcome and framing the session
- Grounding in LCAP, MOU, and fiscal priorities

IV.	**SESSION 1: Budgeting in Recent Years**			**4:49 PM**
A.	Session 1			30 m

Objectives:

- Reflect on how budgets have historically been developed, approved, and adjusted

Purpose Presenter Time

● Discuss challenges and lessons learned regarding budget planning, transparency, and alignment with strategic goals.

Key Topics:

● Budget adoption & revision timelines in recent years
● Key compliance deadlines (e.g., LCAP, EPA, First & Second Interim)
● Common pain points (e.g., late inputs, inaccurate spending, program funding gaps, lack of multi-year planning)
● Brief overview of how restricted and unrestricted funds have been allocated

V. SESSION 2: Building a Budget Planning Process 5:19 PM

A. Session 2 60 m

Objectives:

● Present a clear, structured Budget Development Calendar that aligns the fiscal year with the school year.
● Clarify roles and responsibilities of Cabinet members (planning/implementation) and Board (governance/oversight).
● Share process maps or flow charts showing how input, review, revision, and approval will unfold over time.

A. Planning Calendar

● Annual Budget Cycle: July–June fiscal year mapped to August–June school year
● Integration points with:
  ○ LCAP process
  ○ Site-based planning
  ○ School Site Councils
  ○ State reporting deadlines

B. Roles & Responsibilities

C. Process Maps & Flow Charts

● Site-level program input → Cabinet prioritization → DBO consolidation → Drafting & revisions → Board workshops → Approval
● Coordination across LCAP, MOU, grants, and general fund streams

		Purpose	Presenter	Time
VI.	**SESSION 3: Budget Reporting Formats & Cadence**			**6:19 PM**
A.	Session 3			30 m

Goal: Review and receive feedback on the proposed templates and reporting rhythm for Board visibility and accountability.

A. Quarterly Reports (Board Oversight)

● Budget vs Actuals by major category
● Highlighted variances ● Expenditure trends and adjustments

B. Special Fund Reporting

● LCAP & Restricted ==funds (e.g., Title I-III, ELOP, ASES, Prop 28, Educator Effectiveness)
● Grant-specific reports
● Credentialing & staffing cost tracking
● Vendor contracts

VII.	**Closed Session**			**6:49 PM**
A.	Public Comment on Closed session items	Discuss		

Comments are limited to two minutes per person and a total time allotted for all public comments will no exceed thirty minutes.

B. Recess to closed session

Pursuant to the Brown Act (Government code section 54957.6) the following items will be discussed in closed session:

1. Public Employees: Discipline/ Dismissals/ Release

VIII.	**Closing Items**	**6:49 PM**

		Purpose	Presenter	Time
A.	Adjourn Meeting	FYI		5 m

C. Closing Reflections

- Reactions and requests from Board Members
- Next steps and commitments

B.	NOTICES	FYI	Ahsjanae Hutchings	

The next regular meeting of the Board of Directors is scheduled to be held on Tuesday November 18th, 2025, at 5:00 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 Marisol Magana 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 November 9th, 2024, before 5:00 PM. Certification of Posting

Coversheet

Session 2

Section: V. SESSION 2: Building a Budget Planning Process
Item: A. Session 2
Purpose:
Submitted by:
Related Material: Roles&Responsibilities.png

Stakeholder	Planning Role	Implementation/Oversight
Cabinet Members	Develop department/program budgets; Engage Teams	Monitor spending, manage contracts
Principals/Site Leads	Align site plans with LCAP & fiscal limits; Engage SSC's	Track site-based expenditures
Director Business Operations & CSMC (Back Office)	Generate projected revenues and expenditure reports based on all inputs	Accounting & Reporting
Executive Director	Coordinate cross-departmental strategies; Identify priorities	Ensure compliance with authorizer/MOU
Board of Directors	Approve annual and interim budgets	Monitor via reporting & fiscal dashboards