AIMS K-12 College Prep Charter District

Governance Committee Meeting

Date and Time

Tuesday May 5, 2026 at 5:00 PM PDT

Location

171 12th Street, Oakland, CA 94607

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

https://us05web.zoom.us/j/4853268122?pwd=Mk9yUUdzRFdkVzBFMzlQeVVDUFIrUT09
Meeting ID: 485 326 8122
Passcode: rcjFZ5

Click here to Submit Public Comment - https://bit.ly/aimsboardcomment

AIMS is committed to ensuring accessible participation for individuals with disabilities. Disability-related modificat ions or accommodations needed to take part in this meeting may be requested by contacting **Suzen Chu** at **510-390-1624** at least 24 hours in advance, if possible, so appropriate arrangements can be made.

The meeting agenda will be posted at least 72 hours prior to the scheduled meeting time.

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171 12th Street, Oakland, CA 94607

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

Join Zoom Meeting
https://us06web.zoom.us/j/87594605508?pwd=7SSXWXx9FN7mP2gIp1YbkkoWRshdkQ.1

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

Board Remote Locations:

- Kimi Kean 4153 Fruitvale Ave, Oakland 94602
- Tiffany Lascato 1900 Fruitvale Ave, Oakland 94601

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Abigail Genova 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 Abigail Genova (510) 220-1730 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

Click on the link below to submit Public Comment:
https://docs.google.com/forms/d/e/1FAIpQLScK0rD4rkfpiHrMyGtxnKaPECne4SfCG-5ezqD3xUALg0OTAQ/viewform?usp=sharing

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Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:00 PM**
A.	Call the Meeting to Order		Megan Sweet	
B.	Record Attendance		Abigail Genova	1 m
C.	Adoption of Agenda	Vote	Megan Sweet	1 m
D.	Public Comment on Action Items	Discuss	Megan Sweet	10 m

Public comment on agenda items is set aside for members of the public to address items listed on the Board's agenda. The Board of Directors will not respond to or take

		Purpose	Presenter	Time
	action based on public comment, except that clarifying questions may be asked or staff may be directed. Comments are limited to two (2) minutes per speaker, with up to **ten (10) minutes allocated for this section**.			
E.	Public Comment on Non-Action Items	Discuss	Megan Sweet	10 m
	Public comment on non-agenda items is set aside for members of the public to address items listed on the Board's agenda. The Board of Directors will not respond to or take action based on public comment, except that clarifying questions may be asked or staff may be directed. Comments are limited to two (2) minutes per speaker, with up to **ten (10) minutes allocated for this section.**			
II.	**Action Items**			**5:22 PM**
A.	Job Description Update	Vote	Jimmie Brown	5 m
	Work location error fixed			
III.	**Non-Action Items**			**5:27 PM**
A.	Recruitment of Board Members	Discuss	Kimi Kean	10 m
B.	Onboarding/Logistics Student/Parent Board Members	Discuss	Marco Menendez	10 m
C.	Update on Superintendent Search	Discuss	Tiffany Lacsado	10 m
IV.	**Closed Session**			**5:57 PM**
	Safe Harbor Agenda for Closed Sessions (4843-4002-2251.v1)			
A.	Public Comment on Closed Session Items	Discuss	Megan Sweet	10 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.	Legal Matter - Litigation Update	Discuss	Kimi Kean	10 m
	Pursuant to Section 54956.9			
C.	Report Out of Closed Session	FYI	Megan Sweet	1 m

		Purpose	Presenter	Time
V.	**Closing Items**			**6:18 PM**
A.	Adjourn Meeting	FYI	Megan Sweet	
B.	Accessibility Notice	FYI	Abigail Genova	

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Coversheet

Job Description Update

Section: II. Action Items
Item: A. Job Description Update
Purpose: Vote
Submitted by:
Related Material: Board Submission Template.pdf
AIMS Contracts and Benefits Coordinator Job Description.pdf

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

Submitter Information

Full Name: Mr. Jimmie Brown
Position/Title: Director of HR
Department: HR

Item Details

Title of Item: Contracts and Benefits JD
Is this item a:
- ☐ New Submission
- ☑ Renewal

If Renewal: Please summarize any changes from the previous submission:
Work location error fixed

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 a new addendum to an existing JD

Deadline Information

Is there a submission deadline for this item?
- ☑ Yes
- ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 05/01/2026

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?
- ☐ Yes
- ☐ No

Please specify in which plan this expense is indicated:
- ☐ SPSA
- ☐ LCAP
- ☐ Other:

AIMS K-12 College Prep Charter District

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

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

Title: Contracts & Benefits Coordinator

Category: Classified Coordinator

Work Year: 12 months

Employment Type: Full Time

Work Location: AIMS K-12 College Prep District

FLSA: Exempt

Supervisor: Director of Compliance

Job Summary:
The **Contracts & Benefits Coordinator** is a self-starter responsible for administering employee benefits, managing personnel contracts, supporting compensation management processes, and maintaining accurate HRIS data related to benefits and salary. This role requires an independent, detail-oriented professional who consistently delivers top-quality and timely results. Responsibilities include processing personnel transactions, supporting performance management workflows, and serving as a reliable point of contact for partners and leadership regarding benefits, compensation, and contract matters. Reporting to the Director of Compliance, this role ensures organizational compliance, maintains accurate records, and supports operations that promote employee well-being and organizational effectiveness.

Responsibilities: (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:

- Administer employee benefit programs by processing enrollments, changes, and terminations.
- Maintain and update benefits information in HRIS and carrier systems to ensure consistency across platforms and accurate payroll deductions.
- Support compensation management by reviewing salary schedules, preparing contract updates, validating salary placement and pay changes, and ensuring compensation aligns with board-approved structures and district policies.
- Process and verify personnel transactions (i.e. position changes, salary adjustments, reclassifications, and Verification of Employment requests) ensuring all actions are accurately recorded, properly documented, and aligned with HR and payroll requirements.
- Serve as the primary point of contact for insurance carriers and vendors, assisting with claim questions, coverage clarification, and benefit-related problem solving.
- Support annual open enrollment by preparing communication materials, coordinating informational sessions, updating enrollment forms, and ensuring timely completion of all required documentation.
- Prepare and distribute employment contracts, ensuring accuracy aligned to salary schedules.
- Review Paycom Personnel Action Forms (PAFs) and salary placements for accuracy, ensuring compensation aligns with Board-approved schedules and approved personnel changes.
- Compile, validate, and submit required HR and benefits data to Finance, Compliance, and external agencies, ensuring completeness, accuracy, and timeliness of all reports related to staffing, compensation, benefits utilization, and regulatory requirements.

- Conduct HRIS audits of salary, benefits, stipends, calendars, and position data to identify inaccuracies and coordinate corrections with appropriate district personnel.
- Process personnel changes including salary adjustments, position updates, reassignments, and supplemental pay changes as directed by the Director of Compliance.
- Support the annual performance evaluation cycle, including tracking due dates, providing reminder notifications, organizing evaluation documents, and updating evaluation records in HRIS.
- Assist with communication regarding salary placement, compensation schedules, stipends, and contract interpretations, ensuring clear and accurate information is provided.
- Maintain accurate salary and benefits information within the HRIS through routine data audits, timely updates, cross-checking system entries with supporting documentation, and resolving discrepancies to ensure payroll and reporting accuracy.
- Coordinate documentation for leaves of absence, ensuring employees receive the appropriate paperwork, timelines, and next-step guidance; maintain updated leave records within HRIS.
- Provide accurate data and documentation for internal and external audits related to benefits, salary placement, or personnel transactions.
- Maintain up-to-date knowledge of benefits regulations, salary schedule structures, and personnel processes to support consistent application of district policies.
- Conduct periodic reviews of employee data, employment records, and benefits documentation to ensure compliance with federal and state regulations, internal HR protocols, and audit standards required by governing agencies.
- Prepare reports and summaries related to benefits participation, contract status, personnel changes, and salary updates for review by the Director of Compliance and leadership teams.
- Assist with onboarding by preparing benefits materials for new hires, communicating enrollment steps, and supporting employees through the benefits selection process.
- Collaborate with Finance to ensure salary and benefits data align for payroll processing, budget planning, or state reporting needs.
- Support special projects related to compensation, benefits communication, HR system improvements, and compliance updates as assigned by the Director of Compliance.
- Serve as a primary point of contact with insurance providers and third-party administrators, facilitating timely resolution of benefit inquiries and claims, coordinating information requests, and maintaining productive vendor relationships.
- Maintain thorough and organized electronic and physical files for contracts, benefits documentation, and personnel-related items in accordance with confidentiality expectations.
- Provide proactive and responsive support regarding benefits, compensation, contracts, and related HR functions.
- Administer employee benefit programs by verifying eligibility, processing enrollment and qualifying event changes, coordinating annual open enrollment activities, and ensuring that benefit selections are accurately reflected in all systems and employee records.
- Perform other related duties as assigned to support efficient HR and benefits administration.

Qualifications:

- Bachelor’s Degree in human resources, business administration, or related field preferred; equivalent experience considered.
- Minimum of three years of experience in benefits administration, payroll support, compensation processing, or HR operations.
- Fingerprint clearance and TB test required.

Knowledge and Abilities:

- Benefits programs, eligibility rules, and open enrollment processes.
- Compensation processing, salary placement rules, and personnel transaction workflows.
- HRIS data entry and personnel record management.

- Employee leaves administration (FMLA, CFRA, ADA interactions).
- Applicable federal and state laws governing benefits and compensation.
- Microsoft Office, Google Workspace, and HR information systems.
- Ability to maintain accurate and confidential benefits and salary records.
- Can process contracts and personnel changes with a high degree of accuracy.
- Communicates benefit and compensation information clearly to employees.
- Manages multiple priorities in a fast-paced HR environment.
- Supports performance management processes and maintains related documentation.
- Works collaboratively with supervisors, and external partners.
- Applies rules, regulations, and procedures related to compensation and benefits.
- Solves problems independently and exercises sound judgment.

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.

Effective:

Board Approved: Pending Board Approval