MEMORANDUM

TO: Board of Directors

FROM: Katema Ballentine, Business Office

 Finance Committee, AIMS K12

DATE: March 31, 2020

SUBJECT: CORVID-19 Response: Vendor Continuation, Amendment or Suspension

**Finance Committee - Special Meeting March 27, 2020**

Purpose of the meeting was to review the orders of both the Governor and Health Officer for the State of California (see attached). Based on these guidelines, we need a recommendation to the Board of Directors to continue, amend or suspend for all identified vendors or external payees.

**Outcome:**

We are recommending to suspend 15 vendor contracts due to COVID 19 and the changes in operations which are required per the attached orders from the State of California and the guidance of Alameda County.

We are recommending amendments to 15 of our vendor contracts. This includes but is not limited to the equipment maintenance, facility maintenance and other services which are not determined as essential by the orders attached. In most cases we are requesting a reduction in service level or an extension of the service term to include the services which would have been provided if there was no interruption in schedule.

We are requesting that 53 vendors continue services. This includes essential services (utilities, healthcare, government agencies, etc.) determined by the State of California and Alameda County. This also includes services which are not considered essential by the State or County, but are essential to AIMSK12 in providing education during the shelter in place order. We are requesting these vendors inform us prior to any changes in status of their services.