MEMORANDUM

TO: Finance Committee

FROM: Katema Ballentine, Business Office

DATE: April 16,2020

SUBJECT: Covid-19: Mail Address Request Change

In order to comply with the State of California’s quarantine and the directive provided by the American Indian Model School Governing Board to follow the stay in place order, the receipt of business mail has become difficult.

In the first week of the order AIMS Chief Finance Officer established an off-site address at an Oakland UPS store that allowed staff to receive mail closer to their homes to limit exposure. The address of this location is:

4100 Redwood Road

Oakland, CA 94612

This location was used to forward payroll and accounts payable checks between AIMS and our back office. As of March 31, 2020 our back office is now mailing those checks directly to the recipients. Recently, a request to send mail to this address was denied through the Oakland Post Master.

The remaining options for mail delivery and retrieval are as follows:

* Continue Delivery to 171 12th Street, Oakland Requires Daily pick-up
* Hold mail at Downtown Oakland Post Office Requires weekly pick up
* Deliver mail to Authorized Staff Member home Stay in Place followed

A recommendation is needed to proceed.