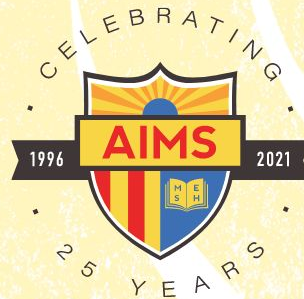


AIMS K-12 College Prep

Compliance Department Board
Report



Compliance Department Team

Tiffany Tung- Director of Compliance

- Oversee Compliance Process Management
- Oversee Salary Placement
- Oversee to ensure submission of Federal/State/County/District Reporting and plans (LCAP, ESSER, SPSA, Measure G, Title III, ConAPP)
- Ensure District deadlines are submitted timely and accurately
- Oversee onboarding and compliance of staffing positions
- Oversee management of of federal time and accounting
- Oversee compliance and program of district Nutrition program and reimbursements
- Establish and adopt written policies, procedures, and standards of conduct

Keisha Smith- Compliance Manager

- Compliance Process Management
- Review onboarding and compliance of staffing positions
- Guidance of fiscal (LCAP, SPSA, ESSER, Categorical Title Plans)
- Manage federal time and accounting
- Purchase order workflow General, Federal, Restrictive, Williams Funding, SPED

Laila Ahmad-Nutrition Services Coordinator

- District food service ordering
- Manage district Nutrition program
- District food service compliance federal and state
- Manages SFS (School Food Solutions)
- Manages Mealtime (POS) Point of Sale
- Ensure compliance of fiscal payments on school sites operationally, cash handling
- Review Nutrition Service budget
- Review all district food purchases to ensure alignment with budget

Compliance Department Objectives

- Ensures that the district operates in a consistent and ethical manner that aligns with compliant local, state and federal regulations.
- Elevates and improves the effectiveness of process flows, controls and business practices.
- Establish compliance standards and designs improvements to internal controls and structures
- Minimizes legal risk by understanding current and proposed legislation, enforcing regulations, recommending changes and new procedures and complying with legal requirements.
- Develops action plans, initiate corrective action, compliance organizational strategies by contributing information, analysis, and recommendation for strategic thinking and direction, establishing functional objectives in line with organizational objectives.
- Accomplishes human resource by determining accountabilities and planning, monitoring, appraising and reviewing job descriptions, verification of employment and salary placement.

Compliance/Nutrition Updates & Implementation

1. **Implementation of RTH (Request to Hire), Onboarding, Offboarding, PAF in new HR/Payroll system Paycom, created PAF to ensure position change and new salary rollover complete for FY23-24. Manual rollover will need to be completed in preparation for July 1, 2023.**
2. **Completed first round of Job Description internal audit of review and analysis of all job descriptions in AIMS district .**
3. **Created Compliance policies and procedures needed to foster uniformity and adherence to program compliance. Provided time & accounting training with leadership to ensure categorical funds are captured**
4. **Corrective Action in organization vulnerability or violation in HR processes, school site plans, job descriptions and policies.**
5. **Applied for second round of KIT (Kitchen Infrastructure & Training) Grant.**

Methods of Compliance

1. Establish and adopt written policies, procedures and standards of conduct
 - A. Goal - to foster uniformity within our organization and develop a healthy culture of compliance and compliance behaviors
2. Creating internal timelines for departments to ensure compliance of deadlines and mandated reporting requirements.
 - B. Goal - to ensure all deadlines are met
3. Annual update organizations job descriptions
 - C. Goal - to ensure position descriptions are current and align with employee scope of work and aiding to meeting needs of organization within daily workflow
4. Provide training and education
 - D. Goal - to ensure employees understand compliance at every level understand program standards order to comply, training program to outline AIMS organization requirements
5. Evaluates organizational strategic controls to minimize or avoid risks that employees potentially face.
 - E. Goal - to optimize the way resources are allocated and preventive measures are implemented

Time & Accounting Semi- Annual Certifications

The Federal Education Department General Administrative Regulations (EDGAR) governs the administration of federal grants to education programs. AIMS is a recipient of federal and state funding resources. AIMS school district is required to implement regulations and controls that serve the purpose of ensuring that the intended results of these funding sources are achieved. Time accounting, a documentative regulation, ensures that the AIMS district is properly charging salaries and wages that are reasonable, necessary and allowable in accordance with applicable funding source requirements.

Time accounting documentation is required for all employees whose salaries and wages are paid, in part or in full, from restricted resources, both federal and state.

These positions are flagged to identify the required type of documentation for each employee funded from federal and state resources.

Compliance Department met site leaders to identify all employees that fall under these categories to ensure they have updated and signed certifications for work that was completed for FY 22-23.

Nutrition Services

What is the National School Lunch Program, Universal Meal Program?

A federally funded program that assists schools and other agencies in providing nutritious lunches to children at reasonable prices. In addition to financial assistance, the program provides donated commodity foods to help reduce lunch program costs. The United States Department of Agriculture (USDA) is responsible for overseeing the program nationally. In California, the program is administered by the California Department of Education (CDE), Nutrition Services Division. AIMS offers school breakfast, lunch and snack for all three schools. Currently due to COVID-19 AIMS offers free meals for all students due to the National Universal Meal program which the state of California implemented as of SY 2022-23.

What are the benefits of participating in the program?

For children, the National School Lunch Program provides a nutritious meal that contains one-third of the recommended dietary allowance of necessary nutrients. For parents, the program offers a convenient method of providing a nutritionally balanced lunch at the lowest possible price. For schools, the program enhances children's learning abilities by contributing to their physical and mental well being. Studies have shown that children whose nutritional needs are met have fewer attendance and discipline problems and are more attentive in class.

What type of breakfast, lunch and snack must be offered? <https://aimsk12.org/ms-nutrition>

What are the benefits of participating?

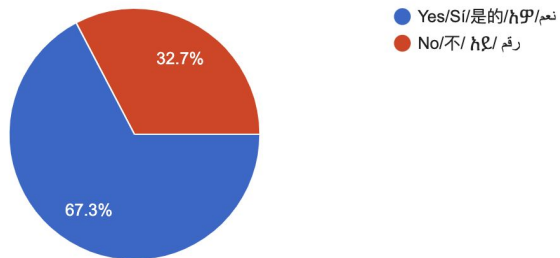
The National School Lunch Program (NSLP) provides a nutritious meal that contains one-third of the recommended dietary allowance of necessary nutrients. For parents, the program offers a convenient method of providing a nutritionally balanced lunch at the lowest possible price. For schools, the program enhances children's learning abilities by contributing to their physical and mental well being. Studies have shown that children whose nutritional needs are met have fewer attendance and discipline problems and are more attentive in class.

How do we get paid?

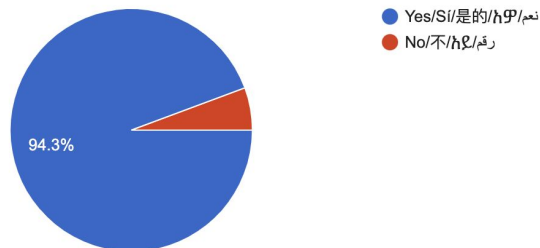
The National School Lunch Program (NSLP) is operated on a reimbursement basis, with LEA (AIMS) paid on the number of meals served. AIMS submit a monthly reimbursement claim through the Child Nutrition Information Payment System (CNIPS). After the CDE Department reviews and approves the claim, it is processed by the State Controller's Office and a check is issued. AIMS typically receive reimbursement within four to six weeks after submitting the reimbursement claim.

Survey Results

- 67% of our families were aware that California is the first state to implement a statewide Universal Meals Program in public and charter schools for all school children.

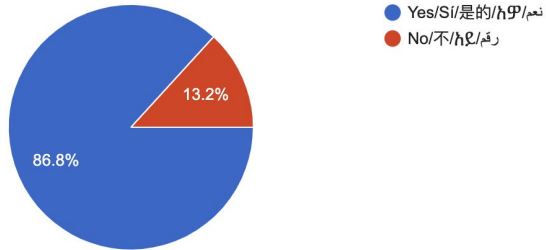


- 94% knew that AIMS provides two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility.



Survey Results

- 86% of students participate in our Nutritional Service Program.



- 86% did know we have a variety of menu entrees to accommodate students' preferences.

- The top suggestions from families and students to improve the Nutritional Service Program:
 - A) Better quality meals.
 - B) Add more variety of snacks and lunches.
 - C) Add a microwave for students to heat their lunches.
- 75% completed the AIMS Survey

Purpose of Survey: At the beginning of the 2022-2023 school year, AIMS proudly announced that free breakfast, lunch and snacks are now available to all students. We encouraged all families to participate in a survey. The survey aims to give families an opportunity to provide feedback on our Nutritional Service Program. The feedback that we receive allows us to provide an optimal Nutritional Service Program for our students.

Q&A

Thank you!

