



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)
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Corrective Action Plan (CAP) Committee Progress Monitoring Report #1 Due February 1, 2024

OUSD Considerations	AIMS Corrective Action	PROGRESS MONITORING
1) AIPCS II Governing Board formally acknowledges these violations	Acknowledge concern, violation and commit to corrective action.	<p style="background-color: green; color: black; padding: 2px;">CONDITIONS SATISFACTORILY MET</p> <p>AIPCS II Governing Board formally approved the AIMS Corrective Action Plan on November 13, 2023. The plan was submitted to OUSD November 15, 2023. AIMS has established a CAP Progress Monitoring Committee that will meet to review monitoring evidence and data prior to each CAP report due to OUSD. The CAP Progress Monitoring Committee will provide a report to the AIMS Board for approval prior to AIMS staff submitting the report to OUSD. Reporting dates and monitoring periods align with reporting dates requested by OUSD per their notice.</p>
2) AIPCS II Governing Board adopts a Comprehensive School Safety Plan and whether that School Safety Plan incorporates meaningful community input from first responders, staff, and family members	Assigned to Director of Health & School Support Services Director of Schools to establish a dedicated Safety and Preparedness Team, including the AIMS Facilities Coordinator (Team Leader), Director of Schools, school site administrators, teachers, family members, first responders, and student representatives selected from student government leaders to develop comprehensive school safety plans for each school. All plans will be approved by the AIPCS II Governing Board and shall	<p style="background-color: green; color: black; padding: 2px;">CONDITIONS SATISFACTORILY MET</p> <p>AIPCS II Governing Board has reviewed and approved the following documents and development process:</p> <ul style="list-style-type: none"> a) Comprehensive School Safety Plan for Each school for 22/23 and 23/24 school years - Identifying names of all committee members/individuals involved in the development, signatures of all individuals, including date of Board review and Board approval for each. Also, identify (brief narrative) how the Safety and Preparedness Team members are selected and when. <i>Recommendation: Include 2-3 parents/family members, 2-3 student representatives, and a first responder representative on the planning committee.</i> b) Describe review process and support provided by AIPCS II main office.

	<p>include staff training, monthly drills, off-site evacuation, and internal and external communication protocols. AIPCS II shall work closely with local authorities to conduct periodic safety inspections and to ensure that they have ready access to all updated plans in a timely manner.</p>	<p>Who is responsible for compliance monitoring at the main office?</p> <p>c) Log showing all safety drills for each school for 22/23 and 23/24 identify type of drill, and scheduled frequency for all drills for 24/25.</p> <p>IN PROGRESS</p> <p>d) Log of all safety training (by school) provided to each staff member for 22/23 and 23/24. Schedule for safety training 24/25.</p> <p>e) Copy of any safety or facility reports or inspections provided by emergency responders and/or other third-party inspections for 22/23 and 23/24 school years. Fire Marshall inspection checklist & comments elevator inspection checklist and comments inspections</p> <p>f) Schedule and system for review, development and approval of new school safety plans each year. Include a planned schedule for the 24/25 school year.</p> <p>RESOURCES: https://www.cde.ca.gov/ls/ss/vp/cssp.asp And AIMS College Prep Middle School Safety Plan</p>
<p>3) AIPCS II leadership responds to, tracks, and reports complaints to the AIPCS II Governing Board and to OUS</p>	<p>The AIPCS II UCP Process, forms and reporting shall be overhauled and all staff retrained. UCP information will be posted on the main website, at all school sites, and at AIPCS II main office. AIPCS II will adopt a district-wide systems approach that includes tracking, time/date stamp, automated push notification, clear investigation steps, identifying the person(s) responsible, etc. UCP shall also include a communication plan for responding and following through with the complainant, reporting to AIPCS II Governing Board, and to OUSD in a timely manner. All staff shall participate in mandated training yearly that addresses state and federal laws and regulations governing UCP, including unlawful discriminatory harassment and</p>	<p>CONDITIONS SATISFACTORILY MET</p> <p>AIPCS II leadership shall provide the following information to the CAP Progress Monitoring Committee and AIPCS II Governing Board for review:</p> <p>a) Written copies of AIPCS II process and forms used for complaints at school level and at central office level</p> <p>b) Written district-wide system for complaint submission, tracking, time/date stamp.</p> <p>IN PROGRESS</p> <p>c) Written description of the investigation and follow through process, including applicable timelines, and person(s) responsible.</p> <p>d) Written training schedule and participants for 23/24 and 24/25. Describe the types of training (i.e. harassment and intimidation, Civility, Title IX, and UCP).</p> <p>e) Provide a list of complaints for 22/23, and 23/24.</p> <p>f) Screen cast of Web. posting and Web navigation showing UCP</p>

	<p>intimidation, reporting guidelines, process, standards for reaching decisions, and appropriate corrective measures.</p>	<p>information provided on the website for clarity, ease of access for staff, parents, and students, and accuracy.</p> <ul style="list-style-type: none"> g) Pictures of posting of UPC in AIPCS II classroom and staff lounge h) Print out of staff participation (in ...) from the data collection system for the 23-24 i) AIPCS II shall provide OUSD information on UCP complaint process and complaints as required by law. <p>RESOURCES: https://www.cde.ca.gov/re/cp/uc/index.asp AND CDE Uniform Complaint Procedure Pamphlet</p>
<p>4) AIPCS II Governing Board monitors complaints</p>	<p>AIPCS II Governing Board shall identify monitoring complaints as a goal area for the Superintendent. Information regarding new complaints (including type) and complaint resolution shall be reported to the Board by the Superintendent monthly.</p>	<p>CONDITIONS SATISFACTORILY MET</p> <p>AIPCS II Governing Board shall use the following information to monitor complaints:</p> <ul style="list-style-type: none"> a) Reports to the board of complaints received by designee. b) Develop a process for communicating complaint submission and resolution information Share process with OUSD. <p>IN PROGRESS</p> <ul style="list-style-type: none"> c) Agenda and minutes where the governing committee and AIMS board approve an addition to the Superintendent’s work plan of sharing of complaints submitted. d) Create a quarterly (year-to-date) and cumulative (end-of-year) report and executive summary to share type and volume of complaints, data on the resolution of complaints, any corrective actions that resulted from the investigation.
<p>5) Type and volume of complaints regarding AIPCS II</p>	<p>AIPCS II Governing Board shall identify monitoring complaints as a goal area for the Superintendent. Superintendent, or designee, shall utilize a digital system to</p>	<p>IN PROGRESS</p> <p>AIPCS II leadership shall use the following information to identify type and volume of complaints:</p>

	<p>track type and volume. AIPCS II shall communicate with OUSD regarding the timeline for resolution and corrective actions for any/all complaints submitted directly to them and reported to AIPCS II. Cumulative Information (year-to-date) regarding type and volume of complaints, complaint resolution vs. open complaints, and corrective actions shall be reported to the Board by the Superintendent at least quarterly.</p>	<ul style="list-style-type: none"> a) Agenda and minutes where the governing committee and AIMS board approve an addition to the Superintendent's work plan of sharing of complaints submitted. b) Identify the digital system used to track type and volume. Presentation to the board at the regularly scheduled meeting. Documentation of presentation shared With CAP committee c) Develop a process for communicating complaint submission and resolution information (as appropriate) with OUSD. Create a quarterly (year-to-date) and cumulative (end-of-year) report and executive summary to share type and volume of complaints, data on resolution of complaints, any corrective actions that resulted from the investigation. Share this information with the CAP committee
<p>6) AIPCS II leadership implements its latest HR system and how the AIPCS II Governing Board monitors this implementation</p>	<p>Provide a demonstration of the HR system and its capabilities with the vendor and the AIPCS II Governing Board and OUSD personnel to promote a deeper understanding of the systems capabilities, and/or limitations, as well as providing an opportunity to clarify any questions and inspect processes and controls. The demonstration shall also clarify the role and responsibilities of AIPCS II to ensure that implementation and utilization of the system is seamless and meets all state and federal employment and labor laws. AIPCS II Governing Board shall also explore the need to hire/designate a staff member to serve as the HR Specialist to respond to any questions, support staff, and represent AIPCS II in matters related to HR, i.e., fair labor practices, equitable hiring practices and compliant interview questions and process, employee wages, employee benefits, monitoring credentialing, and confidentiality and</p>	<p>CONDITIONS SATISFACTORILY MET</p> <p>AIPCS II leadership has identified the following strategies to closely examine the implementation and effectiveness of the HR Process Management System:</p> <ul style="list-style-type: none"> a) Evidence that a staff member has been designated to to respond to any questions, support staff, and represent AIPCS II in matters related to HR, i.e., fair labor practices, equitable hiring practices and compliant interview questions and process, employee wages, employee benefits, monitoring credentialing, and confidentiality and protection of employee information, etc. RECOMMENDATIONS: 1) <i>Revise AMIS organizational chart to reflect who is responsible for above-mentioned HR areas - Human Resource Process Management. Human Resource Process Management refers to the systematic and structured procedures used by an organization to manage its human resources needs. 2) Create a Human Resource Process Management section on the AIMS webpage under the District Office that identifies the contact person(s) that respond to employee inquiries regarding HR questions and needs. 3) Provide email and/or phone contact information for all key District administrators/departments.</i>

	<p>protection of employee information, etc.</p>	<p>IN PROGRESS</p> <ul style="list-style-type: none"> b) Agenda and minutes from the board meeting where the vendor demonstrates the HR system that shows that utilization of the system is seamless and meets all state and federal employment and labor laws. Presentation should go to the AIPCS II Governing Board and invite CAP Progress Monitoring Committee members and OUSD personnel c) A third party analysis and executive report of the AIMS HR processes and procedures, with recommendations if needed, shall be provided to the AIPCS II Governing Board to ensure a strong HR process management system. <p>RESOURCE: CSBA Professional Governance Standards and AIMS Human Resource Information</p>
<p>7) AIPCS II Governing Board examines the need for a change in AIPCS II leadership</p>	<p>AIPCS II Governing Board shall conduct an annual superintendent evaluation, with a mid-year progress report to identify and communicate any areas of concern where additional resources or support may be needed or if performance is not meeting Board expectations, per contract. New goals will be established that align with current priorities and actions identified in the CAP, with a continued emphasis on prioritizing exemplary student experiences and academic outcomes. The Governing Board shall assign an executive coach, management support, or leadership training at their discretion.</p>	<p>IN PROGRESS</p> <p>AIPCS II Governing Board utilize the following strategies to examine the need for improvement or a change in AIPCS II leadership:</p> <ul style="list-style-type: none"> a) The Governing Board shall identify and clarify Board goals and goals for the Superintendent.. b) Minutes and agenda of mid-year update for Superintendent. c) The leadership of AIPCS II will be evaluated by the superintendent or designee. d) The Superintendent or designee shall conduct a mid-year progress update for AIPCS II Leadership e) The Governing Board shall provide management support or leadership training at their discretion f) The Governing Board shall conduct the annual superintendent evaluation by the terms of her contract. <p>RESOURCE: Charter Schools: A Guide for Governance Teams And Superintendent Governance Standards and AIMS Organizational Chart</p>

<p>8) Credentialing information and vacancies for every class at AIPCS II for the 2023-24 school year</p>	<p>AIPCS II Governing Board shall be provided a comprehensive staff report that identifies the number of positions occupied by fully credentialed staff, open positions, misassignments, provisional internship permits (PIPs), short-term staff permits (STSPs), waivers, and vacancies. This information shall be tracked and reported to the governing board monthly and shall include information on how any misassignments and vacancies are being addressed, as well as teacher recruitment and retention efforts. AIPCS II will verify and adhere to current regulations, policy and procedures for reporting credentialing information in a timely manner to meet state compliance requirements.</p>	<p>IN PROGRESS</p> <p>AIPCS II Leadership shall utilize the following strategies to monitor and report credentialing information and vacancies accurately:</p> <ul style="list-style-type: none"> a) A comprehensive report of credentialing status shall be prepared by AIPCS II leadership and provided to the board during their regularly scheduled meetings. Evidence will be the minutes from the Board meeting and corresponding reports that were presented to the board. b) All provisional and short-term permits and waivers shall be board-approved at the next regularly scheduled board meeting. c) A personnel report shall be provided to the Board at regularly scheduled board meetings, including information on mis-assignments and vacancies. d) The Superintendent, or their designee, shall present to the AIPCS II Board on teacher credentialing compliance, applicable regulations for charter schools, and policies and procedures for reporting credentialing information. The CAP Progress Monitoring committee shall be invited to the presentation. Documents will be shared with the CAP committee. <p>RESOURCES: Provisional Internship Permit and Short Term Staff Permit and California Educator Assignment Monitoring And Commission on Teacher Credentialing Charter Information</p>
<p>9) The results of a nationally recognized Culture and Climate survey distributed to all staff and a memo outlining AIPCS II’s takeaways and action steps moving forward</p>	<p>AIPCS II shall identify and utilize reliable culture and climate survey tools for staff, students, and family to measure and provide input on school culture and climate perceptions for each group. The data will be disaggregated for each school and will provide valuable feedback to inform improvement efforts. The survey results shall be reported to the AIPCS II governing board and executive leadership shall identify targeted actions and steps to promote improvement. AIPCS II Governing Board members may also utilize survey information to conduct strategic listening forums to gather additional information</p>	<p>CONDITIONS SATISFACTORILY MET</p> <p>AIPCS II Leadership utilize the following strategies and tools to accurately monitor culture and climate for staff, students, and family to identify areas of improvement and inform goal development and decision making by the AIPCS II Governing Board and Leadership team:</p> <ul style="list-style-type: none"> a) The Superintendent, or their designee, has identified the California Healthy Kids Survey (CHKS), a California Department of Education (CDE) recognized confidential survey of culture, climate, safety, and wellness for students in grades 5 - 12. This survey is administered annually.

	<p>regarding resources and support that may be valuable.</p>	<p>IN PROGRESS</p> <ul style="list-style-type: none"> b) The Superintendent or her designee shall prepare and present the data and findings of the CHKS in an executive summary, including recommendations and strategies to promote improvements and present them to the Board during a regularly scheduled board meeting. This information shall be shared with the CAP Progress Monitoring Committee as well. c) The Governing Board shall hold a town hall meeting for stakeholders to invite input on the report and recommendations. <p>RESOURCE: CDE Culture and Climate Information and Tools</p>
<p>10) AIPCS II leadership develops and implements a meaningful plan to serve all students who wish to attend, particularly students with disabilities</p>	<p>Increase advertising and marketing to lower income or otherwise historically underserved student populations and/or communities. Utilize a lottery system to ensure equitable access and support to all students that wish to attend. Incorporate language and visuals in all marketing materials and information on the website that reflects a diverse population of students and provides detailed information on specific supports and services that may need to be provided to satisfy IEP goals, or other specialized services for student success. Clearly communicate and train all staff, especially those in charge of student enrollment and registration, on regulations and expectations when providing registration information, additionally, make sure that they are fully aware that support and services are available for students with disabilities.</p>	<p>CONDITIONS SATISFACTORILY MET</p> <p>AIPCS II Leadership shall utilize the following strategies and tools to develop and implement a meaningful plan to serve all students who wish to attend, particularly students with disabilities:</p> <ul style="list-style-type: none"> a) Provide a list of marketing and advertising strategies and timeline for student recruitment b) Provide a list of all specialized services, programs, resources and supports for students with special needs. RECOMMENDATIONS: <i>1) To promote transparency and improve communication, create a Special Education link/section on the AIMS Webpage that provides information on SELPA, Student Study Team (SST) and IEP process, family resources, Child Find, process for requesting records, contact information for AIMS Sped Director, dispute process, special ed process and timelines, etc. 2) Add access to this link/section on each school page. Consider opportunities for information sessions to support parents/families. See example here. 3) Provide the same contact and program information for English Language Learners.</i> <p>IN PROGRESS</p> <ul style="list-style-type: none"> c) The Superintendent, or their designee, shall provide a comprehensive

		<p>presentation to the AIPCS II Board describing the lottery system and student registration and enrollment process, review of all forms, including language access and information on support services that meet the unique criteria for students with special needs, English Language Learner students, foster, and homeless youth. The CAP committee will be invited to the presentation.</p> <ul style="list-style-type: none"> d) The Superintendent or designee will present marketing that complies with this area. e) Provide a list of training for support staff in charge of registration.
<p>11) AIPCS II is complying with the requirements of IDEA, including its Child Find obligations, and is appropriately serving all students with disabilities according to their IEPs. The means by which AIPCS II is attempting to achieve a balance of special education pupils that is reflective of the general population residing in the area, pursuant to Education Code 47605.6 (b)(5)(iii)(H).</p>	<p>AIPCS II Governing Board and Executive Leadership desire to support and serve all students. With that said, we recognize that Child Find for IDEA requires public agencies to implement policies and procedures ensuring that all children with disabilities, who need special education and related services are identified, located, and evaluated, regardless of the severity of the disability. AIPCS II shall evaluate current policies, practices, procedures and data as it pertains to our Child Find protocols and serving students with disabilities in general, and ensure that we have a clear process in place and that it is being implemented appropriately. We shall consult with El Dorado SELPA and other reliable sources to determine what action steps should be taken to ensure full compliance with all IDEA requirements.</p> <p>Target advertising and marketing to historically underserved student populations and/or communities and train staff on how to appropriately communicate with families inquiring about special education services.</p>	<p>IN PROGRESS</p> <p>AIPCS II Governing Board and Leadership shall utilize the following strategies and data to evidence that they are complying with requirements of IDEA, including its Child Find obligations, and is appropriately serving all students with disabilities according to their IEPs:</p> <ul style="list-style-type: none"> a) The Superintendent, or their designee, shall provide a presentation to the AIPCS II Board on Child Find for IDEA compliance requirements and how AIPCS II monitors and meets this requirement. The presentation will be provided to the CAP committee. b) Provide a comprehensive demographic report to the AIPCS II board that includes enrollment data disaggregated by school, ethnicity, percentage of foster youth, percentage of homeless youth, and percentage of special education students for 2022-2023 and 2023-2024. Share this report with the CAP committee. c) The Superintendent, or their designee, shall present to the AIPCSII board El Dorado's best practices for Child Find, IDEA compliance policies, practices, and marketing to identify additional considerations and actions to improve communication and outreach and ensure full compliance with all IDEA requirements. <p>ADDITIONAL RECOMMENDED ITEMS IDENTIFIED:</p> <ul style="list-style-type: none"> d) Describe how special education students are serviced at each site to meet the goals in their IEP. Identify the number of students at each site. e) Identify type and frequency of specialized training provided for

		<p>teachers and support staff.</p> <ul style="list-style-type: none"> f) Provide information on the staff with special education credentials for each site. Identify any credentialing concerns as it pertains to compliance or the ability to serve all student disabilities. g) Clearly describe the student referral process, SST process, IEP process and dispute process. h) Develop a special education organizational chart showing all administrators, teachers (including type of credential), and instructional aides. <p>RESOURCES: AIMS Board Policies and El Dorado Child Find Basics and OUSD Child Find Notice</p>
<p>12) Demographics of the students to enroll in AIPCS II, particularly during the school year and outside of the annual enrollment process</p>	<p>AIPCS II shall collect and evaluate student demographic data starting with the beginning of the school year and continuing monthly to monitor demographic information for the registration period, and throughout the year. The data analysis will provide information to inform student recruitment and marketing and communication efforts. We will also be able to identify any patterns or trends that we might need to respond to improve school/program advertising and marketing, the enrollment process, and ensure equitable access to forms and support in completing registration. The data analysis may also assist us in identifying any barriers that may exist for families interested in enrolling, i.e., language barriers or transportation.</p>	<p>IN PROGRESS</p> <p>AIPCS II Leadership shall utilize the following strategies and tools to accurately track and monitor demographics of the students that enroll in AIPCS II, particularly during the school year and outside of the annual enrollment process:</p> <ul style="list-style-type: none"> a) The Superintendent, or their designee, shall provide a comprehensive presentation to the AIPCS II Board describing the lottery system and student registration and enrollment process, review of all forms, including language access and information on support services that meet the unique criteria for students with special needs, English Language Learner students, foster, and homeless youth. The CAP committee will be invited to the presentation. b) Quarterly updates of the report will be presented at regularly scheduled board meetings that include growth data analysis and recommendations for improvement to eliminate or mitigate identified barriers.

*NOTE: Evidence-based progress monitoring provides information on specific actions, quantitative data, dates, reports, participation, outcomes/findings, etc. as evidence of various actions for the respective CAP goal. Progress monitoring updates timeframe aligns with the dates requested by OUSD and are identified as follows: *report progress through December 31, 2023 by February 1, 2024; **report progress through March 31, 2024 by May 1, 2024; and*

****report progress through June 30, 2024 by August 1, 2024. A data analysis and findings, an executive summary, including any recommendations, shall be prepared by the Committee and presented to and approved by the AIPCS II Governing Board prior to each submission to OUSD.*