



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

## Submitter Information

Full Name: Tiffany Tung  
Position/Title: Director of Program Compliance  
Department: Department of Program Compliance  
Date of Submission (MM/DD/YYYY): 4/8/2024

## Item Details

Title of Item: Compliance Manager Job Description  
Is this item a:  New Submission  
 Renewal  
If Renewal: Please summarize any changes from the previous submission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Approvals

Has this item been reviewed by:  
 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:  
Will need to be reviewed by governance committee  
If no: Explain why:  
Board meeting is future date 4/16/2024  
\_\_\_\_\_

## Deadline Information

Is there a submission deadline for this item?  
 Yes  No  
If yes: Please indicate the deadline date (MM/DD/YYYY): \_\_\_\_\_

## Financial Information (if applicable):

Total Cost: \$ N/A  
Is this expenditure included in the annual budget?  
 Yes  No  
Please specify in which plan this expense is indicated:  
 SPSA  LCAP  Other: \_\_\_\_\_