



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)
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AIMS College Prep Middle School (6-8)
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Corrective Action Plan (CAP) Committee Progress Monitoring Report #2 Due May 1, 2024

OUSD Considerations	AIMS Corrective Action Response and Evidence	Progress Monitoring
<p>CONDITION FULLY MET</p> <p>1) AIMS Governing Board formally acknowledges these violations</p>	<p>The following evidence was submitted to OUSD Office of Charter Schools in REPORT #1, February 1, 2024. The report was presented to the OUSD Charter Matters Committee on February 22, 2024.</p> <p>AIMS Governing Board formally approved the AIMS Corrective Action Plan for AIPCS II on November 13, 2023. The plan was submitted to OUSD November 15, 2023. AIMS established a CAP Progress Monitoring Committee to review monitoring evidence and data prior to each CAP report due to OUSD. The CAP Committee presented the draft of the CAP Progress Monitoring Report #1 to the AIMS Board for feedback and approval on January 16, 2024</p>	<p>NO ADDITIONAL CONCERNS WERE EXPRESSED OR ADDITIONAL INFORMATION REQUESTED BY OUSD.</p> <p>AIMS DEEMS THIS CONDITION AS FULLY MET. NO FURTHER ACTION REQUIRED.</p>
<p>CONDITION FULLY MET</p> <p>2) AIPCS II and AIMS Governing Board adopt a Comprehensive School Safety Plan and whether that School Safety Plan incorporates meaningful community input from first</p>	<p>The following evidence was submitted to OUSD Office of Charter Schools in REPORT #1, February 1, 2024. The report was presented to the OUSD Charter Matters Committee on February 22, 2024.</p> <p>AIMS Governing Board reviewed and approved the following documents and development process:</p> <ul style="list-style-type: none"> a) AIMS actively engages with community partners to prioritize safety and invite meaningful community input. June 15, 2021, AIMS 	<p>NO ADDITIONAL CONCERNS WERE EXPRESSED OR ADDITIONAL INFORMATION REQUESTED BY OUSD.</p> <p>AIMS DEEMS THIS CONDITION AS FULLY MET. NO FURTHER ACTION REQUIRED.</p>

<p>responders, staff, and family members</p>	<p>Governing Board approved supporting the formation of the Oakland Community Benefits District. See Exhibit D(3).</p> <p>The Oakland City Council approved the Community Benefits District July 20, 2021 providing services January 1, 2022 through December 31, 2031. See Exhibit D(4). As a founding community member of the Benefits District, AIMS shares the expense of the following services with other businesses in the community, including, but not limited to:</p> <ul style="list-style-type: none"> ● Providing safe passage to and from destinations (school) in the community by providing security escorts, ambassadors and general assistance ● Conduct wellness checks of individuals in need ● Foster multiracial relationships to deepen connection, care, and investment in the community ● Community beautification and graffiti abatement <p>AIMS' continued active participation in the Benefits District provides valuable stakeholder input and informs community needs assessments in the development/revision of the AIPCS II Comprehensive School Safety Plan annually.</p> <p>b) AIPCS II Comprehensive School Safety Plan for 23/24 school year identifying names of all committee members/individuals involved in the development, signatures of all individuals, and date of Board approval.</p> <p>AIPCS II Comprehensive School Safety Plan - See Exhibit A</p> <p>2023-2024 AIPCS II Safe School Committee approved the plan on February 27, 2023; Board Approved Plan - October 9, 2023</p> <p>c) Log showing all scheduled safety drills for AIPCS II for 23/24, identifying the type of drill</p>	
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	<p>and the 23/24 Safety Training Log. See Exhibit B; See Exhibit B(2)</p> <p>d) Schedule for 24/25 safety drills and tentative planning committee participants for the needs assessment, development, and approval of the 24/25 school safety plan. See Exhibit C.</p> <p>e) Copy of Fire Department facility safety report for the 23/24 school year. See Exhibit D.</p> <p>f) The review process, monitoring, and support provided by the AIMS district office. See Exhibit D(2).</p> <p>RESOURCES: https://www.cde.ca.gov/ls/ss/vp/cssp.asp</p>	
<p>3) AIMS leadership responds to, tracks, and reports complaints to the Governing Board and to OUSD.</p>	<p>The AIMS 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 AIMS main office. AIMS 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 tracking and communication plan for responding and following through with the complainant and all parties involved in the investigation.</p> <p>A summary report of complaints filed shall be presented to the Governing Board quarterly during regularly scheduled board meetings. OUSD shall be provided detailed information of the revised UCP process. A summary of UCP complaints filed shall be shared with OUSD annually.</p> <p>All AIMS staff shall participate in mandated training yearly that addresses state and federal laws and regulations governing UCP, including unlawful discriminatory harassment and intimidation, reporting guidelines, process, standards for reaching decisions, timelines and appropriate corrective measures.</p>	<p>CONDITIONS SATISFACTORILY MET - REPORT #1</p> <p>AIMS leadership shall provide the following information to the CAP Progress Monitoring Committee and the Governing Board for review:</p> <ul style="list-style-type: none"> a) Written copies of AIMS UCP process and forms used for submission, tracking, and time/date stamp of complaints at the school/central office level. See Exhibit E. b) UCP information is provided on the website for clarity, ease of access for staff, parents, and students, and accuracy. See Exhibit F. c) Posting of UCP in AIPCS II classrooms and staff lounge. See Exhibit G. d) AIMS shall provide OUSD information on the UCP complaint process. See Exhibit J. e) Written mandated UCP training schedule for 23/24 and 24/25. Describe the types of training (i.e. harassment and intimidation, Civility, Title IX, and UCP). See Exhibit G(2) <p>CONDITIONS SATISFACTORILY MET - REPORT #2</p>

		<p>IN PROGRESS</p> <ul style="list-style-type: none"> f) Summary list of complaints for 22/23, and 23/24. g) Print out of staff participation in UCP mandated training, complaint prevention and procedures from the data collection system for the 23-24. h) Written description of the UCP investigation and follow-through process, including applicable timelines and person(s) responsible. <p>RESOURCES: https://www.cde.ca.gov/re/cp/uc/index.asp AND CDE Uniform Complaint Procedure Pamphlet</p>
<p>CONDITION FULLY MET</p> <p>4) The Governing Board monitors complaints</p>	<p>The following evidence was submitted to OUSD Office of Charter Schools in REPORT #1, February 1, 2024. The report was presented to the OUSD Charter Matters Committee on February 22, 2024.</p> <p>The Governing Board evidenced compliance using the following information to monitor complaints:</p> <ul style="list-style-type: none"> a) An Ombudsman was hired on 7/15/22. An Employee Relations and HR Coordinator was hired on 11/21/23. Job descriptions include responding to and monitoring UCP complaints. See Exhibit H. b) Reports to the board regarding UCP complaints are presented by the Superintendent’s designee at each regularly scheduled AIMS Board Meeting as indicated below: 22/23 - 9/13/22; 11/29/22; 3/7/23; 3/28/23; 4/18/23; 6/27/23 23/24 - 8/29/23; 9/19/23; 2/27/24; 3/26/24; 5/21/24; 6/18/24 c) AIMS utilizes Epicenter, a reporting platform used by OUSD, to share AIMS organizational documents directly with OUSD. Submissions include, but are not limited to UCP, evidence of insurance, attendance, bylaws, and handbooks. 	<p>NO ADDITIONAL CONCERNS WERE EXPRESSED OR ADDITIONAL INFORMATION REQUESTED BY OUSD.</p> <p>AIMS DEEMS THIS CONDITION AS FULLY MET. NO FURTHER ACTION REQUIRED.</p>

	<u>See Exhibit J.</u>	
5) Type and volume of complaints regarding AIPCS II	<p>AIMS administrative designee shall utilize a digital system through their third party HR Platform provider, Think HR/Mineral Solutions, to track type and volume of complaints. The designee shall communicate with OUSD regarding the timeline for resolution and corrective actions for any/all complaints submitted directly to them and reported to AIMS. Cumulative Information (year-to-date) regarding type and volume of complaints, complaint resolution vs. open complaints, and corrective actions shall be maintained by AIMS staff utilizing the Think HR/Mineral platform and reported to the Board by the Superintendent, or designee, at least quarterly.</p>	<p>CONDITIONS SATISFACTORILY MET - REPORT #2</p> <p>IN PROGRESS</p> <p>AIMS leadership shall use the following information to identify type and volume of complaints for AIPCS II:</p> <ul style="list-style-type: none"> a) Work with Epicenter to identify the digital system and reports that will be used to track the type and volume of complaints. AIMS staff shall provide a presentation of the complaint process and overview of the reports to the board at a regularly scheduled meeting. Documentation of presentation shared with the CAP committee. b) Provide on-going updates for the governing board at each regularly scheduled board meeting and a cumulative (end-of-year) report and executive summary to share the type and volume of complaints, data on resolution of complaints, and any corrective actions that resulted from the investigation to share with the AIMS Board.
6) AIMS leadership implements its latest Human Resource system and how the Governing Board monitors this implementation	<p>Provide a demonstration of the HR system and its capabilities with the vendor and the AIMS 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 AIMS leadership/staff to ensure that implementation and utilization of the system is seamless and meets all state and federal employment and labor laws.</p> <p>AIMS has designated staff to serve as an HR Specialist to respond to any questions, support staff, and</p>	<p>CONDITIONS SATISFACTORILY MET - REPORT #1</p> <p>AIMS leadership has identified the following strategies to closely examine the implementation and effectiveness of the Human Resource system:</p> <ul style="list-style-type: none"> a) Evidence that a staff member has been designated to respond to any questions, support staff, and represent AIMS 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. An Ombudsman was hired on 7/15/22. An Employee Relations and HR

	<p>represent AIMS 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.</p>	<p>Coordinator was hired on 11/21/23. Job descriptions include responding to matters related to HR. See Exhibit H.</p> <p>b) AIMS created a Human Resource link on the AIMS main web page and under the District Office link that identifies the contact person(s) that respond to employee/public inquiries regarding HR matters. See Exhibit I.</p> <p>c) AIMS contracted with Paycom HR Software in November 2022 to efficiently manage payroll and employee HR data. The system was implemented in March, 2023. With one log-in, employees are empowered to manage their own payroll and HR data on-demand. See Exhibit K.</p> <p>d) Revise AIMS organizational chart to ensure it includes the Human Resource system and reflect who is responsible for above-mentioned HR areas. Human Resource system refers to the systematic and structured procedures used by an organization to manage its human resources needs.</p> <p>CONDITIONS SATISFACTORILY MET - REPORT #2</p> <p>IN PROGRESS</p> <p>e) Demonstration of the HR System for the governing board. The vendor shall provide an overview of the core HR tasks, reporting, and other system tools/modules. The demonstration shall identify roles and responsibilities of AIMS staff and provide examples of the effective implementation and utilization of the system. Additionally, the vendor will show that the system meets all state and federal employment and labor laws. AIMS staff will invite the CAP Progress Monitoring Committee members and OUSD personnel to attend the presentation.</p> <p>RESOURCE: CSBA Professional Governance Standards and AIMS Human Resource Information</p>
<p>7) The Governing Board examines the need for a change</p>	<p>The Superintendent, or designee, shall conduct progress monitoring of identified goals for the Administration of</p>	<p>CONDITIONS SATISFACTORILY MET - REPORT #1</p> <p>a) On July 1, 2023, the leadership of AIPCS II was changed.</p>

<p>in AIPCS II leadership</p>	<p>AIPCS II, and have a conversation based on the data with the superintendent regarding the need to change or non-change in the leadership of AIPCS II.</p> <p>The Governing Board shall contract with a third party to review and make recommendations for improvement of the organizational structure.</p>	<p>The changes included hiring a Director of Schools that was assigned specific oversight duties at AIPCS II. Additionally, there was one site person assigned solely to academics and one assigned solely to culture and climate. These changes were ratified by the governing board on August 29, 2023. See Exhibit K(2).</p> <p>CONDITIONS SATISFACTORILY MET - REPORT #2</p> <p>IN PROGRESS</p> <p>The Governing Board shall utilize the following strategies to examine the need for improvement or a change in AIPCS II leadership:</p> <ul style="list-style-type: none"> b) The Governing Board shall identify and clearly articulate Board goals. c) Goals for AIPCS II Leadership shall be identified. d) The Superintendent, or designee, shall conduct the mid year progress report and annual leadership evaluation in a timely manner and the general results of the evaluations will be discussed with the board in closed session. If an improvement plan is established, the plan shall be reviewed with the board. e) The Governing Board will receive a school presentation that provides appropriate data and other metrics to annually review the progress of AIPCS II in achieving the goals identified in the school's LCAP. <p>RESOURCE: CSBA 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>AIMS 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),</p>	<p>CONDITIONS SATISFACTORILY MET - REPORT #2</p> <p>IN PROGRESS</p>

	<p>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.</p> <p>AIMS 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>AIMS 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 AIMS 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 designee, shall present to the Governing Board on teacher credentialing compliance, applicable regulations for charter schools, and policies and procedures for reporting credentialing information. Documentation 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 regarding resources and support that may be valuable.</p>	<p>CONDITIONS SATISFACTORILY MET - REPORT #1</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 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 will be administered annually beginning February 2024. AIMS conducted student and parent climate surveys in the 21/22 and 22/23 school

		<p>years. The last survey was conducted in May 2023. See Exhibit L.</p> <p>CONDITIONS SATISFACTORILY MET - REPORT #2</p> <p>IN PROGRESS</p> <ul style="list-style-type: none"> b) The Superintendent or 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>Clearly communicate and train all staff, especially those in charge of student enrollment and registration, on Child Find regulations and expectations when providing registration information. Additionally, make sure that all staff are fully aware that specialized support, services, resources and information are available for students with disabilities to meet their IEP goals through AIMS Special Education Department and through the support of El Dorado SELPA.</p> <p>Target advertising and marketing efforts 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.</p> <p>Incorporate visuals and address primary language</p>	<p>CONDITIONS SATISFACTORILY MET - REPORT #1</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. See Exhibit M. b) The Superintendent or designee will present evidence of marketing strategies that comply with this area as it pertains to students with disabilities. See Exhibit M. c) AIPCS II utilizes a lottery process to ensure a fair enrollment selection process. See Exhibit N. d) Information is available on AIMS website for specialized services, programs, resources and support for students with special needs, english language learners, foster, and homeless youth.

	<p>access in all marketing materials and information on the website to meet the needs of the diverse population of students/families.</p>	<ul style="list-style-type: none"> e) Provide a list of training for support staff in charge of registration. See Exhibit O. f) To promote transparency and strengthen communication, the Special Education link/section on the AIMS Webpage, provides information on SELPA, Student Study Team (SST) and IEP process, family resources and procedural guidelines, Child Find, process for requesting records, contact information for AIMS Sped Director, dispute process, special ed process and timelines, etc. Special Education Information and Procedural Safeguards g) Direct access to the Special Education link/section on each school webpage. AIPCS II Elementary School, AIPCS II Middle School, and AIMS College Prep High School. <p>CONDITIONS SATISFACTORILY MET - REPORT #2</p> <p>IN PROGRESS</p> <ul style="list-style-type: none"> h) The Superintendent, or designee, shall provide a comprehensive presentation to the Governing 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. i) Ensure all communication and forms are available in the primary languages of the major demographic populations that you serve.
<p>11) AIPCS II is complying with the requirements of IDEA, including its Child Find obligations, and is appropriately serving all students with</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</p>	<p>CONDITIONS SATISFACTORILY MET - REPORT #2</p> <p>IN PROGRESS</p>

<p>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>education and related services are identified, located, and evaluated, regardless of the severity of the disability.</p> <p>AIPCS II shall evaluate current policies, practices, procedures and data as it pertains to our Child Find protocols and serving students with disabilities. AIPCS II shall ensure that we have a clear process in place and that it is being implemented and communicated effectively. We shall consult with El Dorado SELPA and other reliable sources, as appropriate, 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>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 designee, shall provide multiple opportunities for staff training on Child Find for IDEA compliance and how to communicate with, and support, families of special needs students. 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 designee, shall present to the AIPCS II 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 conduct regular monitoring to ensure full compliance with all IDEA requirements. 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 the type and frequency of specialized training provided for teachers and support staff. 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) Update the special education organizational chart to reflect current administrators, teachers, and instructional aides. <p>RESOURCES: AIMS Board Policies and El Dorado Child Find Basics and OUSD Child Find Notice</p>
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<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>CONDITIONS SATISFACTORILY MET - REPORT #2</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 designee, shall provide a comprehensive report and presentation for the AIMS 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 disabilities. b) The report and executive summary shall include a data analysis and findings to identify any barriers, patterns, or trends that may inhibit or deter equitable access to inquiring about or completing registration. The executive summary shall include any recommendations for improvement to eliminate or mitigate identified barriers.
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*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.*