



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

Submitter Information

Full Name: Tiffany Tung
Position/Title: Compliance Director
Department: Program Compliance
Date of Submission (MM/DD/YYYY): 05/14/2024

Item Details

Title of Item: Facilities Department Job Description FY23-24 Re: Facilities Coordinator JI
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:

Job descriptions will go to Governance Committee for approval 5/21/24

If no: Explain why:

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: \$ _____

Is this expenditure included in the annual budget?

- Yes No

Please specify in which plan this expense is indicated:

SPSA LCAP Other: _____