



## AIMS K-12 College Prep Charter District

### Minutes

#### 2018-8-16 Special Finance Committee Meeting

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**Date and Time**

Thursday August 16, 2018 at 6:30 PM

**Location**

171 12th st. Oakland CA, 94607

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**Committee Members Present**

C. Edington, C. Thompson, M. Woods-Cadiz

**Committee Members Absent**

*None*

**Guests Present**

J. Schickman, M. Taylor, Peter Holmquist

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**I. Opening Items****A. Call the Meeting to Order**

C. Edington called a meeting of the Finance Committee of AIMS K-12 College Prep Charter District to order on Thursday Aug 16, 2018 at 6:39 PM.

**B. Record Attendance and Guests**

**C. Public Comment on Agenda Items**

**II. Agenda Items**

**A. Discussion Regarding Acellus Learning Systems Grant**

- Acellus Learning Systems to be placed on Consent Calendar at next scheduled Board Meeting.
- Remove the word Grant
- Approval for 270 Laptops & Carts – Consent Calendar
- Approval for Proposed Network Upgrade – Consent Calendar

**B. Discussion Regarding Foss Science Kits**

- Place Foss Science Kits on Consent Calendar
- Move 30 K from Labor Cost to Books for Science Kits
- Add 30 K to unfunded staff position

**C. Discussion Regarding 2018-2019 SCOE MOU**

- Add SCOE MOU to Consent Calendar at next scheduled Board Meeting.

**D. Discussion Regarding Swing MOU**

- Counter offer to Swing MOU: 30 days advanced payment instead of 90, & removal of finder's fee

**E. Lunch Nutrition Program Finance Report**

**F. Continuing Vendor LunchMaster Contract**

- LunchMasters Contract to Consent Calendar to be added to next scheduled Board Meeting.

**G. Lease Agreement for Parking**

- Increase the price of lease
- Flex spaces – if spaces are available then Kazan could take them
- Talk to them, explore our options, bring it back to the board

**H.**

## **Elevator Maintenance Agreement**

- Paramount Elevator Contract to be added to Consent Calendar at next scheduled Board Meeting.
- Add Elevator Contract to next Facilities Committee.
- Get Facilities Committee recommendations for using Paramount, specific suggested alternative, or putting out to bid.

## **I. Discussion Regarding Updating Financial Policies**

- Have Adrienne Barnes from CSMC to write up Board Policy for reimbursement/use of nonpublic funds to engage with potential funders, etc.
- Research sample policies
- Check with California Association of School Boards – CASBO

## **J. Discussion Regarding Updating 990 Policies & Conflict of Interest Codes**

- Determine if there have been updates to requirements since the code was last updated in 2016 – check that code is current.
- Ensure that all individuals required to fill out 700 forms and other conflict of interest documents complete them.

## **K. Discussion Regarding Insurance Brokers**

- Come up with criteria to evaluate insurance brokers
- Change RFP Online – update with more specific requirements
- Have companies who have already submitted rebid based on new criteria
- Create system to analyze data for future submissions
- List above to be added to next Finance Committee Agenda

## **L. Discussion Regarding Services offered by Ziegler, ACD, & Insite**

- AIMS needs an RFP for this
- Finance Committee needs to write bond/funding part – parts that relate to Ziegler
- Facilities Committee needs to write the facilities pieces based on the school's needs – parts relating to ACD and Insite
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**M. Replacement of Lost Textbooks - Purchase for Additional Textbooks Beyond Approve Amount**

- Place as an action on item on August Board Meeting Agenda

Committee Assignments

- Mr. Peter Holmquist

- Present at August Board Meeting on trade offs to shifting funds to cover additional books – where will the funds to cover this come from?
- Meet with Mr. Russ and finance department, determine what has already been expensed from 4315 in the budget and what is left
- If there is not enough left there, come up with a plan for where the funds will come from, and what will be cut
- Use visual plan (T chart)

**III. Closed Session**

**A. Public Comment on Closed Session Items**

**B. Recess to closed session**

**C. Closed Session Items**

**D. Report from Closed Session**

Nothing to Report

**IV. Closing Items**

**A. Items For Next Agenda**

- Come up with criteria to evaluate insurance brokers
- Change RFP Online – update with more specific requirements
- Have companies who have already submitted rebid based on new criteria
- Create system to analyze data for future submissions

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:24 PM.

Respectfully Submitted,  
J. Schickman