

APPROVED



AIMS K-12 College Prep Charter District

Minutes

2018-8-16 Special Finance Committee Meeting

Date and Time

Thursday August 16, 2018 at 6:30 PM

Location

171 12th st. Oakland CA, 94607

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

Committee Members Present

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

Committee Members Absent

None

Guests Present

J. Schickman, M. Taylor, Peter Holmquist

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

- 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

- 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

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