



## AIMS K-12 College Prep Charter District

### Minutes

#### Special Finance Committee Meeting

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**Date and Time**

Thursday October 4, 2018 at 6:00 PM

**Location**

171 12th Street

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**Committee Members Present**

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

**Committee Members Absent**

*None*

**Guests Present**

Alma Morales, M. Magana, M. Taylor, Tiffany Tung

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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 Oct 4, 2018 at 6:15 PM.

**B. Record Attendance and Guests**

**C. Public Comment on Agenda Items**

**II. Agenda Items**

**A. Lunch Nutrition Program Finance Report**

Reviewed and analysed Lunch Nutrition Program Finance Report.

**B. Discussion Regarding Swing MOU**

Discussed Swing Contract updates, Committee requested to review the contracts from last year and this year.

**C. Continuing Vendor LunchMaster Contract**

Discussed renegotiating LunchMaster Contract to removed the following clauses:

- Auto Renewal
- Indemnification
- Named in Insurance

**D. Lease Agreement for Parking**

Reviewed and discussed Parking Lease Agreement. Discussed need for additional parking spots and additional parking options.

**E. Discussion Regarding Updating Financial Policies**

Analyzed the requirements for finalizing the Financial Policies.

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

Discussed items required to update 990 Policies and Conflict Codes.

**G. Discussion Regarding Insurance Brokers**

Reviewed and discussed current Insurance Brokers.

**H. Discussion Regarding Response to RFP**

Moved to be discussed in closed session

**I. Discussion and Approval Regarding Techbridge Girls and School Partner Letter of Agreement**

Discussed and reviewed Techbridge Girls and School Partner Letter approved to be added to Consent Calendar at the next scheduled Board Meeting.

**J. Discussion Regarding Vans Purchase**

Discussed presented Van purchase estimates, will continue analysis for purchases and lease options.

**K. Discussion Regarding the Proposal for Gate**

Discussed Gate Proposal options and quotes, referred to Facilities Committee for final decision.

**L. Discussion Regarding Finance Handbook Policy**

Discussed requirements to update Finance Handbook for final version.

**M. Discussion Regarding Waste Management Increase**

Discussed additional requirements for increase to be approved. When measurements are confirmed place on consent calendar.

**N. Discussion Regarding approval for AIMS P.O. over \$8,000**

Discussed P.O.'s presented. Approved to be added to consent calendar at next scheduled Board Meeting.

**O. Discussion Regarding Vendors List**

Reviewed and discussed Vendors List.

**P. Discussion Regarding TOR**

Discussed TOR Contract and the increase required to attain substitute teachers.

**Q. Discussion Regarding 12-Month Pay for 11-month Employees**

Discussed implementing Summer Holdback for employees.  
Decided this option will be given to staff as an option next year.

**R. Discussion Regarding HR Personnel Report**

Discussed and reviewed HR Personnel Report.

**S. Discussion Regarding Renewal of Kaiser Contract for 2019**

Discussed and Kaiser Contract rate increase for 2019.

**T. Approval for Leadership Training Out of State**

Approved Leadership Training. Item will be added to consent calendar at next scheduled Board Meeting.

### III. Closed Session

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

#### B. Recess to closed session

Director Edington - Present

Director Thompson - Present

Superintendent Woods-Cadiz - Present

#### C. Closed Session Items

### IV. Closing Items

#### A. Items For Next Agenda

#### B. Adjourn Meeting

C. Edington made a motion to adjourn the meeting.

C. Thompson seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### Roll Call

C. Edington Aye

C. Thompson Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:51 PM.

Respectfully Submitted,

M. Taylor