

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Special Finance Committee Meeting

---

**Date and Time**

Thursday October 4, 2018 at 6:00 PM

**Location**

171 12th Street

---

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, K. Ballentine, M. Woods-Cadiz

**Committee Members Absent**

*None*

**Guests Present**

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

---

**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