

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Regular Board Meeting

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##### **Date and Time**

Thursday April 30, 2020 at 6:30 PM

##### **Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/86219034019?pwd=dUFKbjF5dHVDVytYaEs0UEI1VXNZZz09>

Meeting ID: 862 1903 4019

Password: 004899

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##### **Directors Present**

A. Abuyen (remote), C. Edington (remote), C. Thompson (remote), D. Lang (remote), S. Leung (remote), T. Cook (remote)

##### **Directors Absent**

*None*

##### **Guests Present**

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K. Ballentine (remote), K. Minor, M. Magana (remote), M. Woods-Cadiz (remote), T. Tung (remote)

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## **I. Opening Items**

### **A. Call the Meeting to Order**

T. Cook called a meeting of the board of directors of AIMS K-12 College Prep Charter District to order on Thursday Apr 30, 2020 at 6:38 PM.

### **B. Record Attendance and Guests**

### **C. Adoption of Agenda**

D. Lang made a motion to Approve the adoption of the agenda.

A. Abuyen seconded the motion.

Director Lang moved approval with the alteration of the Finance Committee Report to be changed to an attachment and with item #6 to be pulled from the consent calendar to become an action item; Director Abuyen seconded.

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

### **D. Public Comment on Non-Agenda Items**

No comments or questions.

### **E. Public Comment on Agenda Items**

No comments or questions.

## **II. Non-Action Items**

### **A. President's Report**

Board President, T. Cook provider her report.

### **B. Superintendent's Report**

Superintendent Woods-Cadiz provided her report.

1. Work plan update
2. Distance learning report

### **C. AIMS K-12 Report**

The heads of school and division heads provided their respective updates.

### **D. Operations Report**

- Data, Accountability, and Operations Director, Ms. Marisol Magana

- Data, Accountability, and Operations Manager, Ms. Tiffany Tung

**E. HR Report**

HR Manager Delicia Moghadam provided her report

**F. English Language Dept. Report**

ELD Director Vannee Chand provided her report

**G. Education Coordinator, College Bound Kids Report**

CBK Coordinator Matthew Gordan provided his report.

**III. Action Items**

**A. Consent Calendar**

***Item #6 – Letterman Jacket Purchase:***

Director Edington moved approval with the below stated condition; Director Thompson seconded.

- Consent calendar, item #6: If total costs are to exceed the identified contingency fund, Head of High School, Mr. Maurice Williams will adjust the jackets details accordingly to cover the balance including shipping costs.

**Action – Hearing no objections the motion was approved unanimously.**

***Consent Calendar:***

Director Thompson moved approval; Director Edington seconded.

**Action – Hearing no objections the motion was approved unanimously.**

C. Thompson made a motion to Approve the consent calendar.

C. Edington seconded the motion.

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

**B. Finance Committee Report**

**\*(CHANGE TO ATTACHMENT AS NOTED IN ADOPTION OF AGENDA)**

Finance Committee - Report from the Finance Chairman

Today we discussed the application for a loan from East West Bank. It is apparent that our best chance for getting a loan is when we have the ability to repay the loan in comparison to other borrowers.

Our rationale for applying for and accepting the loan was based on the information we had at the time of application. Most of the information was obtained through the posted documentation and direct conversations or presentations from our lender and the loan program office. This is not speculation, instead, we are looking at the results in China and basing our strategy on successful implementation in China adapted for our local

regulations and customs. We believe our submitted documents provided our external back office provider for accounting and payroll services to be accurate and fulfill the request of the bank.

Current economic uncertainty extends through the 8 week time frame and beyond. It includes but is not limited to the following: Significant reduction in school attendance or some other factor which delays or reduces revenues. The expected decrease in our ability to raise future revenues from our external donors as the trajectory was determined by our Open House on {date}

The expected decrease in future grant funding which drive our key programs such as ESL, After School program, Saturday school, Summer Program, Food Program.

Additionally, we expect the following expenses to increase: Employee reimbursements for communication devices and online access Loss on International cruise Additional hardware needed to access online coursework. Additional expenses tracked in a separate GL account. While we do not have many alternative funding sources, we depend on the contributions of generosity and goodwill on the part of our vendors, authorizer, and members of the community for the continued success of AIMS.

**C. Loan from East West Bank**

D. Lang made a motion to Approve to start the loan application process.

S. Leung seconded the motion.

**Action – Roll call vote; pass unanimously to accept application and loan from East West Bank with all documentation attached.**

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

**Roll Call**

C. Thompson Aye  
S. Leung Aye  
T. Cook Aye  
A. Abuyen Aye  
C. Edington Aye  
D. Lang Aye

**IV. Closed Session**

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

No comments or questions.

**B. Recess to Closed Session**

9:22 PM

**C. Reconvene from Closed Session**

9:49 PM

**D.**

## Report from Closed Session

There were no actions to report from closed session.

## V. Closing Items

### A. Adjourn Meeting

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,  
D. Lang

### B. NOTICES

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## Documents used during the meeting

- April.Bd.Meeting.Pres.Report.1.pdf
- Superintendent Board Report April 2020.pdf
- AIMS K12 Educational Continuity Plan - Spring 2020 (1).pdf
- AIMS Quarantine Tech Distribution (1).pptx
- Heads Revised April Board Report (1) (1).pptx
- OPS April Board Report (1) (1).pptx
- Covid 19 2020-Temporary Amendment of Job Positions (3).docx
- HR April Board Report (1) (1).pptx
- ELD April Board Report.pptx
- CBK April Board Report.pdf
- Amendment\_AIMS-BACR\_\_2\_.docx
- Letterman Jackets purchase.pdf
- Please\_DocuSign\_\_COVID\_19\_\_Evaluation\_Form-\_\_1\_.pdf
- Finance\_Committee\_Memo\_Remote\_Banking\_Process\_\_April\_2020\_board\_meeting.docx
- Insurance\_Memo\_Directors\_andOfficers\_\_April\_2020\_board\_meeting.docx
- Finance\_Committee\_Memo\_Mail\_Address\_Request\_\_April\_2020\_board\_meeting.docx
- FISCAL\_POLICY\_UPDATE\_Policy\_203\_Signature\_Authority.docx
- SIGNEDAmerican Indian Paycheck-Protection-Program-Application 4-8-2020 (1).pdf
- Signed Final American Indian Model Schools PPP PROMISSORY NOTE Both.pdf
- PPA discussion calculaions.xlsx