APPROVED

AIMS K-12 College Prep Charter District

Minutes

Special Finance Committee Meeting

Date and Time
Thursday September 10, 2020 at 6:00 PM

Location
Zoom - https://zoom.us/j/99007073783

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Join Zoom Meeting https://us02web.zoom.us/j/87086078199?pwd=UytpNENKazRIOStLRWR0bTVGZ1JaZz09
Meeting ID: 870 8607 8199 Password: 3wrGPs

Committee Members Present
A. Abuyen (remote), C. Edington (remote), K. Ballentine (remote), M. Woods-Cadiz (remote)

Committee Members Absent
None

Ex Officio Members Present

C. Hollis, K. Minor (remote)

Guests Present
Maria Omari (remote)

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 Sep 10, 2020 at 6:12 PM.

B. Record Attendance and Guests

C. Edington made a motion to reorder items in section III.
A. Abuyen seconded the motion.
A. Cyber Security Insurance Renewal
B. General Liability Insurance Renewal
C. Window Installation for 12th Street
D. Ring Central Contract
E. Pre-Approved Vendor's List
F. Unaudited Actuals
G. Learning Continuity and Attendance Plan (LCAP) for AIPCS, AIPCS II, AIPHS
The committee **VOTED** unanimously to approve the motion.

C. Public Comment on Non-Action Items

No public comment on Non-Action Items.

D. Public Comment on Action Items

No public comment on Action items.

II. Non-Action Items

A. Finance Committee Overview

Director Edington discussed Finance Committee protocols for the 2020 - 2021 Board meetings.

- Documents to reference during board meetings.
  - **Chart of Accounts**
  - Learning Continuity and Attendance Plans
  - All Finance Committee Board members are expected to spend 3 hours preparing for every 1 hour of meeting time.
  - No does not mean never in regards to decisions voted on by the board.

III. Action Items

A. Cyber Security Insurance Renewal

CBO Ballentine presented item III.A: Cyber Security Insurance Renewal:

- Click links below to view:
  - **AIMS Finance Committee Cover Letter 2020 21 Cyber Policy Renewal.pdf**
  - **Cyber Liability Axis '20 with invoice for finance.pdf**
  - Effective October 1, 2020
  - No changes were made to the Cyber Security Insurance Renewal.
  - No changes and cost for the Cyber Security Insurance Renewal.

C. Edington made a motion to approve item III.A: Cyber Security Insurance Renewal as presented in the amount of $3250.00.
A. Abuyen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

B. General Liability Insurance Renewal

CBO Ballentine presented item III.B: General Liability Insurance Renewal

- Click links below to view:
  - **AIMS Finance Committee Cover Letter 2020 21 General Liability Ins Renewal.pdf**
  - **General Liability Insurance Renewal 2020.pdf**
  - Effective September 1, 2020.
  - Increase of cost is $2,013.00
  - Increase $100,000.00 coverage for computer equipment across the entire organization.
    - $1,000.00 overall deductible.

M. Woods-Cadiz made a motion to approve item III.B: General Liability Insurance Renewal in the amount of $60,878.25.
A. Abuyen seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

M. Woods-Cadiz	Aye
A. Abuyen	Aye
C. Edington	Aye

Roll Call

K. Ballentine Abstain

C. Window Installation for 12th Street

Tiffany Tung presented item III.C: Window Installation for 12th Street

- Click links to view:
  - **Window Installation - Cover Letter (1).pdf**
  - **3rd Floor Evacuation Plan - (2020-2021).pdf**
  - **2nd Floor Evacuation Plan - (2020-2021).pdf**
  - **1st Floor Evacuation - (2020-2021).pdf**
  - **AMA Glass Certificate of Liability (1).pdf**
  - **AMA Glass Quote (1).pdf**
  - **insurance certificate (1).pdf**
  - **Different Group Glass.pdf**
  - **Window Sample Picture.pdf**

C. Edington made a motion to table item III.C: Window Installation for 12th Street.
A. Abuyen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Ring Central Contract

Marisol Magaña presented item III.D: Ring Central Contract

- Click links below to view:
  - **RingCentral Cover Letter.pdf**
  - **RingCentral Final Quote.pdf**
  - Contract is for 36 months in the amount of $35,267.40 for 36 lines.
    - $979.65 per month.

C. Edington made a motion to approve item III.D: Ring Central Contract for 12 month contract not to exceed $1,000.00 per month.
A. Abuyen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Pre-Approved Vendor List

CBO Ballentine presented item III.E: Pre-Approved Vendor List

- Click links below to view:
  - **AIMS Finance Committee Cover Letter 2020-2021 Approved Vendor List.pdf**
  - **2020-2021 Pre-approved Vendor List (1).pdf**
  - Latest add-ons to the Vendor List are:
    - Regus Management

        - CLM Group inc/ Mealtime
        - Nob Hill Catering Inc.
    - Director Edington made a request to add additional columns to the vendor's list for current vendor costs and Charter Vision amounts paid to vendors.

C. Edington made a motion to approve item III.E: Pre-Approved Vendor List with the revision to the remove Regus Management from the list.
A. Abuyen seconded the motion.
The committee **VOTED** unanimously to approve the motion.

F. Unaudited Actuals

CBO Ballentine presented item III.F: Unaudited Actuals

- Click links below to view:
    - **AIMS Finance Committee Cover Letter 2019-2020 Unaudited Actuals.pdf**
    - **American Indian Model Schools Exec Memo Unaudited (1) Final.docx**
    - **01612590111856 (1)Signed.xlsm**
    - **01612590114363 (1)signed.xlsm**
    - **01612596113807 (1)signed.xlsm**
- Total revenue for AIMS: $15,471,323.00
- Total expenses for AIMS: $17,779,983.00
- Total one-time expense for AIMS: $2,118,352.72
- Total amount budgeted for substitute teacher for AIMS: $145,000.00
    - AIPCS I: $20,000.006
    - AIPCS II: $25,000.00
    - AIPCHS: $100,000.00
- Non-capitalized student equipment for AIMS totals: $600,712.00
- Budgeted Non-capitalized student equipment for 2020 - 2021 for AIMS: $190,500.00
    - AIPCS I: $50,000.00
    - AIPCS II: $80,000.00
    - AIPCHS: $60,500.00
- General fund OUSD cost per student increased from $900.00 to $1200.00 per student on March 2, 2020 which was a 23% increase amounting to $287,353.00 expense.
    - AIMS is budgeting $1800.00 per student for fiscal year 2021.

C. Edington made a motion to approve item III.F: Unaudited Actuals as presented.
M. Woods-Cadiz seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

C. Edington	Aye
M. Woods-Cadiz	Aye
A. Abuyen	Aye
K. Ballentine	Abstain

G. Learning Continuity and Attendance Plan (LCAP) for AIPCS, AIPCS II and AIPHS

Marisol Magaña presented item III.G: Learning Continuity and Attendance Plan (LCAP) for AIPCS, AIPCS II and AIPHS.

- Click links below to view:
  - **LCAP Cover Letter.pdf**
  - **AIPHS LCAP.docx**
  - **AIPCS II - LCAP.docx**
  - **AIPCS - LCAP.docx**
- Submission date is September 30, 2020.
- Item must go the board twice.
  - September 14, 2020 listening session.
  - September 29, 2020 final approval.

C. Edington made a motion to approve item III.G: LCAP for AIPCS, AIPCS II, and AIPCHS to present at the September 14, 2020 and the September 29, 2020 board meetings.
M. Woods-Cadiz seconded the motion.
The committee **VOTED** unanimously to approve the motion.

IV. Closed Session

A. Public Comment on Closed Session Items

No public comment for Closed session.

B. Recess to Closed Session

C. Reconvene from Closed Session

D. Report from Closed Session

V. Closing Items

A. Items For Next Agenda

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
C. Edington

C. NOTICES