

APPROVED



## AIMS K-12 College Prep Charter District

### Minutes

#### Finance Committee Monthly Meeting

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##### Date and Time

Thursday February 25, 2021 at 7:00 AM

##### 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

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##### Committee Members Present

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

##### Committee Members Absent

*None*

##### Guests Present

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C. Hollis

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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 Feb 25, 2021 at 7:00 AM.

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

### **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. Action Items**

### **A. 3rd Floor Bathroom build-out**

Ms. Marisol Magaña presented item III.A 3rd Floor Bathroom Build-Out.

- Click link to view [3rd Floor Bathroom Build-Out Cover Letter.](#)
- Click link to view [3rd Floor Bathroom Build-Out Renovations Permit.](#)
- Extended bathroom renovation permit for the 3rd Floor of the American Indian Model School 171 12th Street Oakland, CA location to August 16, 2021.
- Gathered current bids for the 3rd floor bathroom renovations on December 2019.
- Presenting item to the board to request permission to proceed with request for proposal (RFP) for bathroom renovations.
- **No motion was made to vote on item III.A. 3rd Floor Bathroom Build-Out.**

### **B. MOU Sacramento Consortium Teacher Induction Program**

Zeke Lopez presented item III.B Memorandum of Understanding (MOU) Sacramento Consortium Teacher Induction Program.

- Click link to view [MOU Sacramento Consortium Teacher Induction Program Cover Letter.](#)
- Click link to view [MOU Sacramento Consortium Teacher Induction Program Document.](#)
- Currently the projected budget for the Sacramento Teacher Induction Program is \$2,300.00

- \$65,000.00 is allotted in total to support the Sacramento Consortium Teacher Induction Program for all three AIMS schools. These funds are in the AIMS budget.

A. Abuyen made a motion to Approve item III.B. MOU Sacramento Consortium Teacher Induction Program.

M. Woods-Cadiz seconded the motion.

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

### C. Swing Contract

Zeke Lopez presented item III.C. Swing Contract.

- Click link to view [Swing Contract Cover Letter.](#)
- Click link to view [Historical Swing Expenses.](#)
- Click link to view [2020 - 2021 Swing Contract.](#)
- The contract gives \$260.00 per day to utilize Swing substitute pool of teachers.
  - The cost is deducted from an AIMS teacher's sick leave.
- Last 2019 - 2020 fiscal year AIMS spent approximately \$600,000.00 for the Swing Contract.
  - A large portion of that cost was due to the a large number of teacher vacancies at the AIMS High school and buying out substitute teacher contracts to bring on more permanent full time teachers.
  - The historical average spent on Swing Contract is approximately \$260,000.00.

C. Edington made a motion to Approve item III.C. Swing Contract.

M. Woods-Cadiz seconded the motion.

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

### D. 2020/2021 2nd Interim

Ms. Katema Ballentine presented item III.D. 2020/2021 2nd Interim.

- Click link to view [2020/2021 2nd Interim Cover letter.](#)
- Click link to view [2020/2021 2nd Interim Executive Summary.](#)
- 2nd interim is from November 1, 2020 - January 31, 2021.
- Additional revenue brought in from Cares Act Elementary and Secondary Schools Emergency Relief (ESSER) funds provided approximately \$1,260,266.00.
- Projected revenue for 2nd interim - \$18,424,301.00
- Projected expenses for 2nd interim - \$16,542,025.00
- Surplus revenue vs. expenses for 2nd interim - \$1,882,276.00
- 2nd interim must be submitted to Oakland Unified School District (OUSD) by March 1, 2021.

### E. Cash Flow as of 2nd Interim

Ms. Karen Peters presented item III.E. Cash Flow as of 2nd Interim.

- Click link to view [Cash Flow Excel Spread Sheet.](#)
- Cash Flow is a projection made of historical revenue/expenditures patterns for AIMS.
- September 17, 2021 AIMS switched to the Seamless Summer Option (SSO) nutritional program as a meal provider.
  - The cashflow excel spread sheet does not reflect the reimbursement funds from the SSO nutritional program.

C. Edington made a motion to Approve item D.III. 2020/2021 2nd interim as an action item on February 25, 2021 AIMS Monthly Board meeting.

A. Abuyen seconded the motion.

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

#### **F. 2019/2020 Audit**

Ms. Katema Ballentine presented item III.F. 2019/2020 Audit.

- Click link to view [2019/2020 Audit Cover letter.](#)
- Click link to view [2019/2020 Audit.](#)
- Audit must be approved and submitted to OUSD on March 15, 2021.
- AIMS is in compliance. No findings or corrections were made in the 2019/2020 Audit.
- **Request made by Director Edington to have Auditor state on pages 33 and 34 of 2019/2020 Audit to describe the reasons for no findings in Compliance Requirement Test section.**
- Page 20 - Auditor will update Directors list to accurately reflect correct positions and persons on AIMS Director board.

#### **G. Workers Compensation Insurance Renewal**

Ms. Katema Ballentine presented item III.G. Workers Compensation Insurance Renewal.

- Click link to view [Workers Compensation Insurance Renewal Cover letter.](#)
- Click link to view [Workers Compensation Insurance Renewal Memorandum.](#)
- Click link to view [Workers Compensation Application.](#)
- Click link to view [Workers Compensation All-Cal Insurance Agency Document.](#)
- \$4,000.00 increase on workers compensation insurance renewal primarily due to COVID risks and a growth in payroll.

C. Edington made a motion to Approve item III.G Workers Compensation Insurance Renewal.

A. Abuyen seconded the motion.

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

#### **Roll Call**

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

### **H. Student Accident Insurance Renewal**

Ms. Katema Ballentine presented item III.H. Student Accident Insurance Renewal.

- Click link to view [Student Accident Insurance Renewal Cover letter.](#)
- Click link to view [Hartford Life and Insurance Company Blanket Accident Policy.](#)
- Click link to view [Student Accident Insurance Renewal Memorandum.](#)
- No changes were made to the student accident renewal policy.

A. Abuyen made a motion to Approve item III.H. Student Accident Insurance Renewal.

C. Edington seconded the motion.

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

#### **Roll Call**

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

### **I. D&A Contract Revision**

Superintendent Maya Woods-Cadiz presented item III.I. D&A Contract Revision.

- Click link to view [D&A Final Scope of Work.](#)
- Click link to view [D&A Professional Services Agreement.](#)
- readjustments were made to the Scope of Work for contractor.

C. Edington made a motion to Approve changes made to item III.I. D&A Contract Revision.

A. Abuyen seconded the motion.

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

#### **Roll Call**

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

### **III. Closed Session**

#### **A.**

**Public Comment on Closed Session Items**

No public comment on closed session items.

**B. Recess to Closed Session**

**C. Reconvene from Closed Session**

**D. Report from Closed Session**

Nothing to report.

**IV. 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 8:00 AM.

Respectfully Submitted,  
C. Edington

**C. NOTICES**