APPROVED

AIMS K-12 College Prep Charter District

Minutes

Finance Committee Monthly Meeting

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

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)

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

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

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

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

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