



# Aurum Preparatory Academy

## Aurum Preparatory Academy Board Meeting

### Date and Time

Wednesday May 29, 2024 at 6:30 PM PDT

### Location

1034 66th Ave  
Oakland, CA 94621

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A. Call the Meeting to Order</b>		Vincent Hayes	1 m
Time:			
<b>B. Roll Call -- Establish Quorum</b>	Vote	Vincent Hayes	1 m
Vincent Hayes			
John Huddle			
Erika Cardona			
Curtis Pehl			
<b>C. Approval of the Agenda</b>	Vote	Vincent Hayes	1 m
Vincent Hayes			
John Huddle			
Erika Cardona			
Curtis Pehl			

**II. Consent Items 6:33 PM**

*(One Vote). The Board shall motion to approve **all** of the Consent Items as identified in this section of the Board agenda with one vote.*

*Consent section items are for routine matters that do not require discussion or deliberation by the Board. The consent calendar permits the board to approve multiple items by one action. All board members have the right to remove a consent item from the consent calendar so that normal discussion and deliberation may take place.*

<b>A.</b>	Board Meeting Minutes	Approve Minutes	Vincent Hayes	2 m
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Review and vote to approve or amend minutes.

Approve minutes for Aurum Preparatory Academy Board Meeting on April 25, 2024

<b>B.</b>	Approve monthly check register(s)	Vote	Franci Sassin	2 m
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Approve monthly check register(s) as part of Board oversight

**III. Information and Discussion 6:37 PM**

<b>A.</b>	Public Comment	FYI	Vincent Hayes	10 m
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Aurum Preparatory Academy welcomes your participation at Aurum Prep Board meetings. The purpose of the meeting of the Board of Directors ("Board") is to conduct the affairs of Aurum Prep in public. Your participation ensures continuing community interest in Aurum Prep.

Speakers must appear to make public comments virtually in-person during via video conference. Anonymous comments are not permitted.

Comments are to address Open or Closed Session items found on the agenda. Each comment will be limited to three (3) minutes. A total of fifteen (15) minutes will be afforded for public comment. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

Personal attacks against Aurum Prep employees and/or Aurum Prep Board members are inappropriate and not considered by the Board at a public Board Meeting. The

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<p>Board has a complaint process which should be followed. The Board will not respond to personal attacks against employees or Board members in a public meeting and cautions members of the public that they will be personally responsible for any remarks made.</p>			
<b>B.</b>	Executive Director's Report	FYI Dr. Emanuel Vincent	20 m
<b>C.</b>	Back Office Provider Financial Report	Discuss Franci Sassin	10 m
<p>Discuss the Financial report provided by Franci Sassin of ExED.</p>			
<b>D.</b>	DRAFT BUDGET for 24-25	Discuss Franci Sassin	10 m
<p>Review assumptions and summary of DRAFT budget for 2024-25 for use in LCAP and to prepare final budget for board approval in June</p>			
<b>IV.</b>	<b>Action Items</b>		<b>7:27 PM</b>
<b>A.</b>	Facility Update: Ratify final lease agreement	Vote Dr. Emanuel Vincent	5 m
<p>Ratify final lease agreement for facility for 2024-25 through April 2027</p>			
<b>B.</b>	Ratify Second Interim Financial Report	Vote Franci Sassin	10 m
<p>The Second Interim Financial Report was submitted to ACOE by the statutory due date of March 15. Board review and ratification of this required report</p>			
<b>C.</b>	Ratify ExED Contract for Back Office and Additional Services	Vote Vincent Hayes	10 m
<p>Vote to allow ExED to provide Back Office as well as additional services including payroll, CalPADS and Attendance and Meal Claims Reporting.</p>			
<b>D.</b>	Approve Kava Consultancy Contract for Search and Onboarding Support	Vote Vincent Hayes	10 m
<p>Review the attached contract and approve it to have Kava Consultancy assist with the hiring of new faculty and providing onboarding support for the new Executive Director.</p>			
<b>E.</b>	Board Adoption of Compensation Comparability Study for Executive Director Position	Vote Vincent Hayes	10 m
<p>Prior to the Board taking action to approve the Executive Director employment agreement, the Board must first exercise due diligence by reviewing the compensation data of comparable non-profit schools in the area in a Compensation Comparability Study and approving the Study in open session. The Board is required by IRS</p>			

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<p>regulations and the Non-Profit Integrity Act to conduct the Study and approve it as evidence of its due diligence that the compensation awarded to the executive is not “excessive.” If this step is not completed, the School may be at risk of being issued an audit finding that the Non-profit Integrity Act was not followed and an IRS determination that the Board paid “excessive compensation” to an executive, which has serious undesirable consequences for Board members and the School. In fact, it is one of the few instances where Board members can be held directly responsible.</p>			

Assuming the Board will be offering compensation that is in line with the Study, and the Board approves the Study, there will be a legal presumption that the compensation paid is not “excessive” under IRS and non-profit standards.

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| <b>F.</b> | Review and Approval of Executive Director Employment Agreement | Vote | Vincent Hayes | 10 m |
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Once the Board has completed its discussion of any confidential aspects of employment in closed session, and after it has reviewed and adopted the Compensation Comparability Study in open session, the Board may move onto the review and approval of the employment agreement. Again, this must occur in open session of a regular Board meeting. Prior to approval, the Board may discuss any remaining aspects of the agreement, such as the terms, pay, form of employment, etc.

<b>V.</b>	<b>Closing Items</b>		<b>8:22 PM</b>
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| <b>A.</b> | Board Comments | FYI | Vincent Hayes | 2 m |
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The Governing Board will take comments, updates and/or requests for future agenda items from fellow Board members.

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| <b>B.</b> | Next Board Meeting | FYI | Vincent Hayes | 1 m |
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Next Regularly Scheduled Board meeting: June 27, 2024

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| <b>C.</b> | Adjourn Meeting | Vote | Vincent Hayes | 1 m |
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Vincent Hayes  
John Huddle  
Erika Cardona  
Curtis Pehl