

REGULAR MEETING AGENDA

October 9, 2023 at 6:30PM  
 82 Second Street, Yuba City, CA 95991

A full Board packet is available for review at AeroSTEM Academy school office from 8am to 4pm, Monday through Friday (excluding legal holidays), and AeroSTEM Academics' website at [aerostem.org](http://aerostem.org).

### MISSION STATEMENT

*AeroSTEM Academy prepares students of today for the growing college and career opportunities of tomorrow. By exploring Science, Technology, Engineering, and Mathematics (STEM) through the lens of aerospace, students gain the knowledge and skills necessary to contribute to a dynamic, technology-intensive economy. AeroSTEM Academy creates a culture of character and collaboration in close partnership with college and professional communities. The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions.*

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF MEMBERS

	Present	Absent
Tony Barber, Board President	<input type="checkbox"/> ▾	<input type="checkbox"/> ▾
Marvin King, Treasurer	<input type="checkbox"/> ▾	<input type="checkbox"/> ▾
John Floe, Community Board Member	<input type="checkbox"/> ▾	<input type="checkbox"/> ▾
June McJunkin, SCSOS Representative	<input type="checkbox"/> ▾	<input type="checkbox"/> ▾
Rikki Shaffer, NCAI Representative	<input type="checkbox"/> ▾	<input type="checkbox"/> ▾
Jennifer Chaplin, Parent Representative	<input type="checkbox"/> ▾	<input type="checkbox"/> ▾

4. APPROVAL OF BOARD AGENDA

*Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of agenda.*

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

5. COMMENT FROM MEMBERS OF THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

*Members of the public are given an opportunity to address the Board regarding items not listed on the agenda. The California Government Code, Section 54954.3(a) states, ".....no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2."*

6. CONSENT AGENDA

*All matters listed under the Consent Agenda are considered to be routine and all will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a member of the Board of Education, audience, or staff requests that specific items be removed from the Consent Agenda for separate action. Any items removed will be considered after the motion to approve the Consent Agenda.*

- 6.1. 8/7/23 Minutes
- 6.2. 9/11/23 Minutes
- 6.3. 9/14/23 Minutes

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

7. DISCUSSION ITEMS

7.1. DIRECTOR'S REPORT

- 7.1.1. County Annual Review
- 7.1.2. Systems Update
- 7.1.3. Financial Inefficiencies Update
- 7.1.4. Job Descriptions/Titles/Schedules
- 7.1.5. Academic Update

8. ACTION ITEMS

8.1. 23-03 Credit Card Policy - BP

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

8.2. 23-04 Alcohol and Drug Free Workplace - BP

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

8.3. 23-05 Cell Phone Policy - BP

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

8.4. 23-06 Food Service Procurement Procedures - BP

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

8.5. Job Description Approval

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

8.6. Financial Analysis and Review Budget Approval

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

9. BOARD COMMENTS

10. FUTURE BOARD ITEMS

11. ADJOURNMENT

11.1. Motion to adjourn

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

*In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board Meeting room, to access written documents being discussed at the Board Meeting, or to otherwise participate at Board Meetings, please contact the school office at 530-742-2531 for assistance.*

*Notification at least 48 hours prior to the meeting will enable the school office to make reasonable arrangements to ensure accessibility to the Board Meeting and to provide any required accommodations, auxiliary aids or services.*

*All Open Session Agenda related documents, including materials distributed less than 72 hours prior to the scheduled meeting, are available to the public for viewing at the school office located at 82 Second Street, Yuba City, CA 95991*

MEETING MINUTES

August 7, 2023 at 6:30PM

82 Second Street, Yuba City, CA 95991

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**MISSION STATEMENT**

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*AeroSTEM Academy creates a culture of character and collaboration in close partnership with college and professional communities. The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions.*

1. CALL TO ORDER: 6:30 PM by President Barber

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF MEMBERS

Tony Barber, Board President

Marvin King, Treasurer

John Floe, Community Board Member

June McJunkin, SCSOS Representative

Rikki Shaffer, NCAI Representative

Jennifer Chaplin, Parent Representative

Present                  Absent

4. APPROVAL OF BOARD AGENDA

*Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of agenda.*

4.1. ITEM

**Motion to Approve Board Agenda: Marvin Second: Floe Ayes: 4 Noes: 0 Abstain: 0**

5. COMMENT FROM MEMBERS OF THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

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**None**

6. CONSENT AGENDA

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6.1. Approve Minutes for June 26, 2023 – Regular Meeting

6.2. Potential Disposal or Sale of Unused/Outdated Equipment/Furniture/E-Waste

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**Motion to Approve Consent Agenda: Chaplin Second: Floe Ayes: 4 Noes: 0 Abstain: 0**

7. DISCUSSION ITEMS

- 7.1. Executive Director's Report
  - 7.1.1. Facilities
  - 7.1.2. Food Services
  - 7.1.3. Enrollment (108 Total)
  - 7.1.4. Staffing (2 Admin Teachers)
  - 7.1.5. Schedule (8:45, MWF, 10:00 T, TH)
  - 7.1.6. Systems
  - 7.1.7. Donations
  - 7.1.8. Back to School Night (Aug. 17, beginning after school)
- 7.2. Comprehensive School Safety Plan
- 7.3. Employee Handbook

8. ACTION ITEMS

- 8.1. 23/24 Family Handbook

**Motion to Approve Family Handbook: Floe Second: King Ayes: 4 Noes: 0 Abstain: 0**

- 8.2. Food Service Kiosk

**Motion to Approve Food Service Kiosk: Floe Second: King Ayes: 4 Noes: 0 Abstain: 0**

9. BOARD COMMENTS (Discussion regarding changes to Family Handbook)

10. FUTURE BOARD ITEMS

- 10.1. Employee Handbook

11. ADJOURNMENT

- 11.1. Motion to Adjourn

**Motion: Chaplin Second: Barber Ayes: 4 Noes: 0 Abstain: 0**

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REGULAR MEETING MINUTES

September 11th 2023 at 6:30PM  
82 Second Street, Yuba City, CA 95991

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**MISSION STATEMENT**

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1. CALL TO ORDER: 6:31 PM by Rikki Shaffer

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF MEMBERS

	Present	Absent
Tony Barber, Board President	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marvin King, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Floe, Community Board Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
June McJunkin, SCSOS Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rikki Shaffer, NCAI Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Chaplin, Parent Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. APPROVAL OF BOARD AGENDA

*Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of agenda.*

4.1. MOTION TO APPROVE BOARD AGENDA WITH REMOVAL OF CONSENT AGENDA

**Motion: Floe Second: King Ayes: 5 Noes: 0 Abstain: 0 Motion Carried 5-0**

5. COMMENT FROM MEMBERS OF THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

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**None**

6. **CONSENT AGENDA PULLED**

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Minutes for August 7, 2023 – Regular Meeting **Deferred to October Meeting**

6.1.

7. **DISCUSSION ITEMS**

7.1. **DIRECTOR’S REPORT**

- 7.1.1. Facilities: Food Kiosk is expected at the end of October. New portables expected to arrive during the winter break. Recommends the forming of an adhoc Facilities Committee. (John Floe and potentially Tony Barber?)
- 7.1.2. Food Services: at 90%; students are loving the new program.
- 7.1.3. Enrollment: 110
- 7.1.4. Special Education: at 17%. The students are receiving excellent care under Jasmine’s lead.

7.2. Yearly Board Calendar

7.3. Policy Updates

8. **ACTION ITEMS**

- 8.1. Approve Adoption of GANN Resolution #09112023-1

**Motion: McJunkin Second: Floe Motion Carried 5-0**

ROLL CALL OF MEMBERS	Ayes	Noes
Marvin King, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Floe, Community Board Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
June McJunkin, SCSOS Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rikki Shaffer, NCAI Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Chaplin, Parent Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 1.1. Approve Adoption of EDUCATION PROTECTION ACCOUNT RESOLUTION #09112023-2

**Motion: Floe Second: Chaplin Motion Carried 5-0**

ROLL CALL OF MEMBERS	Ayes	Noes
Marvin King, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Floe, Community Board Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
June McJunkin, SCSOS Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rikki Shaffer, NCAI Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Jennifer Chaplin, Parent Representative

- 1.2. Motion to Approve the Employee Handbook with any changes made as needed to for correct pronoun usage as relates to section Pregnancy Disability Leave

**Motion: Floe Second: King Motion Carried 5-0**

**ROLL CALL OF MEMBERS**

	Ayes	Noes
Marvin King, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Floe, Community Board Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
June McJunkin, SCSOS Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rikki Shaffer, NCAI Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Chaplin, Parent Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 1.3. Motion to Approve with change to #23.01 Educational Records and Student Information Policy - BP

**Motion: Floe Second: McJunkin Ayes: 5 Noes: 0 Abstain: 0 Motion Carried 5-0**

- 1.4. Motion to Approve 23-02 Graduation Requirements - BP

**Motion: Floe Second: King Ayes: 5 Noes: 0 Abstain: 0 Motion Carried 5-0**

**2. BOARD COMMENTS**

Shaffer: Requested a card be sent to Jim Walters (ill), on behalf of the school and board. Clark: held the first Charter Council; 4 parents and 1 student participated. McJunkin: State legislation being considered that is unfavorable to charter schools.

**3. FUTURE BOARD ITEMS**

- 3.1. Unaudited Actuals
- 3.2. Meeting Minutes from August Meeting
- 3.3. Confirmation of number of board members required and what role(s) are to be filled

**4. ADJOURNMENT**

- 4.1. Approve Motion to adjourn

**Motion: Floe Second: King Ayes: 5 Noes: 0 Abstain: 0 Motion Carried 5-0**

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SPECIAL MEETING MINUTES

September 14, 2023 at 3:30PM  
 82 Second Street, Yuba City, CA 95991

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### MISSION STATEMENT

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1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF MEMBERS

	Present	Absent
Tony Barber, Board President	<input type="checkbox"/> ▾	<input checked="" type="checkbox"/> ▾
Marvin King, Treasurer	<input checked="" type="checkbox"/> ▾	<input type="checkbox"/> ▾
John Floe, Community Board Member	<input type="checkbox"/> ▾	<input checked="" type="checkbox"/> ▾
June McJunkin, SCSOS Representative	<input checked="" type="checkbox"/> ▾	<input type="checkbox"/> ▾
Rikki Shaffer, NCAI Representative	<input checked="" type="checkbox"/> ▾	<input type="checkbox"/> ▾
Jennifer Chaplin, Parent Representative	<input checked="" type="checkbox"/> ▾	<input type="checkbox"/> ▾

4. APPROVAL OF BOARD AGENDA

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**Motion: King Second: McJunkin Ayes: 4 Noes: 0 Abstain: 0**

5. COMMENT FROM MEMBERS OF THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

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**NONE**

6. ACTION ITEMS

6.1. 22-23 Unaudited Actuals

**Motion: Shaffer Second: Chaplin Ayes: 4 Noes: 0 Abstain: 0**

7. BOARD COMMENTS

Board expressed interest in discussing options for financial administration services.

8. FUTURE BOARD ITEMS

9. ADJOURNMENT

9.1. Motion to adjourn

**Motion: Chaplin Second: McJunkin Ayes: 4 Noes: 0 Abstain: 0**

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TO: Board of Directors

AGENDA ITEM: 71

DATE: 10/9/2023

ITEM: Executive Director's Report

SUBMITTED FOR: Information

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**Background and Summary Information:** The executive director will update the board on the following items that have had movement since the previous board update.

- A. County Annual Review
- B. Systems Update
- C. Financial Inefficiencies Update
- D. Job Descriptions/Titles/Schedules
- E. Academic Update

**Financial/Educational Impact:** Decisions in all areas were made with consideration for the approved budget to create the best program within the budget.

**Staff Recommendation:** No recommendation needed

	LCAP Priority Area	Description	WASC Focus		SCSOS Focus		NOTES
Conditions for Learning	Basic Services (1)	Providing all students with access to fully credentialed teachers in their subject areas, as well as instructional materials that align with state standards, and safe, properly maintained school facilities	W1. Ensure that classes are taught by properly trained and credentialed staff with subject matter knowledge and expertise	In Process	S6. Ensure compliance with teacher credentialing	In Process	For the 23/24 school year, 5 of 6 teachers are new to the site and are appropriately placed. There may be one issue with EL authorization, but we are working on that as well. Two teachers are in the credentialing processes, but all paperwork is up to date with the county and their program. 2 of the 3 paraeducators are new to the site as well.
					S8. Ensure LCP is aligned with needs and compliant	Completed	LCAP was submitted/approved on 6/26/2023 to the board and County.
					S15. Ensure LCAP addresses each area of need with documentation	Completed	LCAP was submitted/approved on 6/26/2023 to the board and County. The new 3 year template will be designed specifically to address any areas of need found during the 23/24 school year (with the future of the school in mind as well.)
					S17. Improve HR record keeping around items such as background checks, TB, etc.	In Process	A new system PurelyHR was purchased in processes are being implemented around timecards, time off, evaluations and contracts. Eventually the onboarding documents will become part of this system as well. The employee handbook was updated as well. This is an ongoing process.
				W5. Comprehensive Professional Development plan	In Process	S18. Formalize a teacher onboarding process	Not in Process
						Though a formal PD plan is not created as of yet. All meetings are calendared and agendas included via Google Calendar. With so many new staff and systems, currently the goal is to get staff information as they need it. A more comprehensive plan will be in place for the next school year.	
	Implementation of State Standards (2)	Ensuring school programs and services enable all students, including English learners, to access California's academic content and performance standards, including Common Core Standards for English Language Arts and Math, Next Generation Science Standards, and English Language Development Standards	W4. Review course alignment to state standards and ensure consistency of implementation across all subjects and all teachers (Use your Middle School as a model on how to achieve this)	In Process			At this time, we believe that the current high school courses meet state standards and most meet a-g requirement through <a href="http://subject.com">subject.com</a> We continue to look at the model and have a goal to incorporate more dual enrollment courses in the future.
	Course Access (7)	Ensuring all students have access to a broad course of study in all required subject areas, including math, social science, science, visual and performing arts, health, physical education, career, and technical education, and others, that prepares them for college and careers, regardless of what school they attend or where they live.	W3. Align course work to UC/CSU a-g guidelines and begin submitting courses for UC/CSU approval	In Process			The courses we utilize via <a href="http://subject.com">subject.com</a> that are able to be UC a-g approved have been for the 23/24 school year.
Engagement	Parent Involvement (3)	Efforts by the school district and schools to seek input from all parents, and to engage parents in decision-making, as well as promoting parent participation in programs that meet the needs of their students and all students.			S16. Keep all approved board policies in a central and accessible location	In Process	Policies have been formatted uniformly, stored in one folder on the schools' drive and a table of contents created. Once there has been an update to missing policies, they will be placed on the schools' website as well.
					S22. Create and maintain routine board calendar	Completed	Board meeting calendar was approved and posted online. A yearly board meeting outline is complete as well, though it is a living document.
	Student Engagement (5)	Providing students with engaging programs and course work that keeps them in school, as measured in part by attendance rates, dropout rates, and graduation rates.	W6. Implement processes that will improve attendance & truancy	In Process	S3. Improve chronic absentee rate for specific subgroups	In Process	Working on a uniform process of creating and sending truancy letters to families, which is simplistic, but was not happening. We will be calling students who are absent daily as well. A more robust plan does need to be created.
					S4. Improve suspension rate to below State rate	In Process	PBIS and behavior side of MTSS has been addressed and procedures updated, The 504 process is being updated as well. The SST process needs to be addressed. Partnering with County on a program to bring Trauma Informed Practices and Restorative Practices to the school as well.
School Climate (6)	Factors both inside and outside the classroom that impact student success such as health, safety, student discipline, and school connectedness, as measured in part by suspension and expulsion rates, and surveys			S7. Improve organization of board policies and documents	Completed	Policies have been formatted uniformly, stored in one folder on the schools' drive and a table of contents created. Once there has been an update to missing policies, they will be placed on the schools' website as well.	
				S9. Ensure Brown Act Training and compliance	In Process	Brown Act Training was sent out to board members via CSDC website. The request was to complete the training before Sept. 30th.	

	LCAP Priority Area	Description	WASC Focus		SCSOS Focus		NOTES
		of students, teachers, and parents.			S10. Ensure school is meeting the Charter requirements as currently stated in petition & can report to authorizer on those items.	In Process	Most, if not all documents have been found and given to authorizer
					S19. Create a process around discipline policies, practices, procedures, and plans for dealing with violence, including bullying.	Completed	Implemented a uniform PBIS system and data tracking system around behavior and discipline. The process is created and implemented but we are also improving in this area.
					S20. Create a plan around emergency drills and documentation of drills	Completed	Drills are calendared for the year on the school-wide calendar. A full revision of the Safety plan is in the works based on Standard Safety Protocols from the I Love U Guys foundation.
					S21. Ensure all students fill out free and reduce lunch application	Completed	We implemented a food ordering and management app for our families to use. The application can be filled out within the app. We did not get 100% completion, but we also collected HDC information from families as well and are utilizing that data for school-wide decisions as well.
Student Outcomes	Student Achievement (4)	Improving achievement and outcomes for all students, as measured in multiple ways, such as test scores, English proficiency, and college and career preparedness.	W7. Create a system for the collection and analysis of data	Completed	S2. Utilize local data to track progress (NWEA)	Completed	We implemented Otus for learning management and data warehousing. PBIS-R for behavior data and have moved to using Clever to sync all student data. This will allow us to have data in one spot and disaggregate by needed student groups.
			W7.1 Determine what you will use as indicators of student success	Completed	S1. Improve Academic Indicator Scores for all students with data for focused subgroups	Completed	We will continue to utilize NWEA scores, along with state scores and classroom grades as academic indicators for growth. Utilizing a new data warehousing system, data will be utilized to design RI, create goals and disaggregate data by student groups.
			W7.2 Set up a system to track data, in a disaggregated format, on each of your indicators over time	Completed	S5. Create a system for the collection and analysis of data in order to fulfill reporting responsibilities	Completed	We implemented Otus for learning management and data warehousing. PBIS-R for behavior data and have moved to using Clever to sync all student data. This will allow us to have data in one spot and disaggregate by needed student groups.
			W7.3 Train and engage your staff in the analysis of this data on a regular basis and demonstrate and model how the findings from your data analysis will inform decision regarding program improvement aimed at increasing student achievement	Completed			We have been receiving training on the new systems at every staff meeting. Some training was internal and some training coming from the providers. This item is marked complete as we have the process, it will take all year to get to decisions though.
					S11. Assure compliance with program and timelines for all students with IEPs	Completed	Director of Special Education has gone through all IEPs and compliance has been ensured for services and timelines.
			S12. Create a system for tracking and implementing 504s	In Process	504 forms and procedures are in the process of being updated. The SIS has a location for tracking plans and meeting dates.		
			S13. Create a system for tracking and implementing student success plan (SSP) meetings	Not in Process	We want to get IEPs and 504s settled first.		
			S.14 Ensure proper support for EL students	In Process	Currently only 2 EL students. Will be reviewing board policies and administrative regulations to ensure students are getting support they need		
	Other Student Outcomes (8)	Measuring other important indicators of student performance in all required areas of study.	W2. Examine your curriculum and begin planning for the inclusion of AP and CTE courses	In Process			AP courses do not fit into the mission and vision of the school and are not part of the plan moving forward. Currently, the high school has A-OPA, aviation focused ROP courses on campus. Middle School has STEM classes currently, the goal is to become a PLTW and <a href="http://code.org">code.org</a> school for middle school STEM and AOPA for high school.
			W7.4 Review existing interventions and make decisions on what needs to be added or removed from your MTSS system	In Process			PBIS and behavior side of MTSS has been addressed and procedures updated, The 504 process is being updated as well. The SST process needs to be addressed. Partnering with County on a program to bring Trauma Informed Practices and Restorative Practices to the school as well.





Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSID#: \_\_\_\_\_

**REGISTRAR**

Complete	N/A	Complete	Notes: _____
<input type="checkbox"/> Registration Form	<input type="checkbox"/>	<input type="checkbox"/> Transcript	_____
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/> Known Allergies Documentation ( <b>ALERT</b> )	_____
<input type="checkbox"/> Proof of Residence	<input type="checkbox"/>	<input type="checkbox"/> Medication(s) Documentation	_____
<input type="checkbox"/> Proof of Immunization	<input type="checkbox"/>	<input type="checkbox"/> Medical Action Plan ( <b>ALERT</b> )	_____
<input type="checkbox"/> Parent Income Verification- Healthy Meals Program	<input type="checkbox"/>	<input type="checkbox"/> Authorization to Administer Medication Form	_____
<input type="checkbox"/> Attendance Record	<input type="checkbox"/>	<input type="checkbox"/> Release of Information ( <b>MEDICAL</b> )	_____
<input type="checkbox"/> Discipline Record	<input type="checkbox"/>	<input type="checkbox"/> Custody Documentation ( <b>ALERT</b> )	_____
<input type="checkbox"/> CALPADS Check for Special Education Record	<input type="checkbox"/>	<input type="checkbox"/> Copy of Current IEP, Amendments, Psych Report	_____
<input type="checkbox"/> No		<input type="checkbox"/> Release of Information ( <b>EDUCATIONAL</b> )	_____
<input type="checkbox"/> Yes, Print ( <b>ALERT</b> )			_____
<input type="checkbox"/> CALPADS Check for Special Programs Record			_____
<input type="checkbox"/> No			_____
<input type="checkbox"/> Yes, Print ( <b>ALERT</b> )			_____
			<b>Registrar's Initials</b> _____

**SPECIAL EDUCATION DIRECTOR**

N/A	Complete	N/A	Complete	Notes: _____
	<input type="checkbox"/> SEIS Cross Reference for Special Education Record	<input type="checkbox"/>	<input type="checkbox"/> Request in SEIS	_____
	<input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/> Interim Placement Offer	_____
	<input type="checkbox"/> Yes, Print ( <b>ALERT</b> )	<input type="checkbox"/>	<input type="checkbox"/> Signatures	_____
<input type="checkbox"/>	<input type="checkbox"/> Review Current IEP	<input type="checkbox"/>	<input type="checkbox"/> Schedule 30 day review	_____
<input type="checkbox"/>	<input type="checkbox"/> Review Current Psych Report			_____
<input type="checkbox"/>	<input type="checkbox"/> Consult with Executive Director			_____
				<b>SPED Director's Initials</b> _____

**NURSE**

N/A	Complete	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/> Review Medical History and Needs	_____
<input type="checkbox"/>	<input type="checkbox"/> Review Medical Authorization/ Action Plan	<b>Nurse's Initials</b> _____

**IMPORT TO PATHWAYS SIS- REGISTRAR**

**EXECUTIVE DIRECTOR**

Complete	Complete	Notes: _____
<input type="checkbox"/> Review Student Profile	<input type="checkbox"/> Welcome Meeting	_____
<input type="checkbox"/> Google Email/ Pathways Console		<b>Executive Director's Initials</b> _____

**ENROLL IN PATHWAYS SIS- REGISTRAR**

**Course Coordinator**

N/A	Complete	Complete	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/> Evaluate Transcript (High School)	<input type="checkbox"/> Email Teachers	_____
	<input type="checkbox"/> Enroll Student in Courses		_____
	<input type="checkbox"/> Initiate Class Schedule		<b>Course Coordinator's Initials</b> _____

**NUTRITION SERVICES COORDINATOR**

N/A	Complete	Notes: _____
<input type="checkbox"/>	<input type="checkbox"/> Review Medical and Allergy Alerts	_____
	<input type="checkbox"/> Meal Manager	<b>Nutrition Coordinator's Initials</b> _____

**REGISTRAR**

Complete	Notes: _____
<input type="checkbox"/> Provide Parent a Start Date: _____	Are there indicators of SPED, 504, SST, ETC. in the
<input type="checkbox"/> Coordinate Furniture, Supplies, Material Needs	Cume File?
<input type="checkbox"/> Request Cumulative Files and/or SPED Files	<input type="checkbox"/> No
Date of <b>1st</b> Request: _____	<input type="checkbox"/> Yes, ( <b>ALERT</b> ) Executive Director
Date of <b>2nd</b> Request: _____	<input type="checkbox"/> Update SPED Director, 504/SST
Date of <b>3rd</b> Request: _____	Coordinator, ETC.
<input type="checkbox"/> Were Complete Cume and/or SPED Files Obtained?	
<input type="checkbox"/> Review Complete Cume Files	
	<b>Registrar's Initials</b> _____

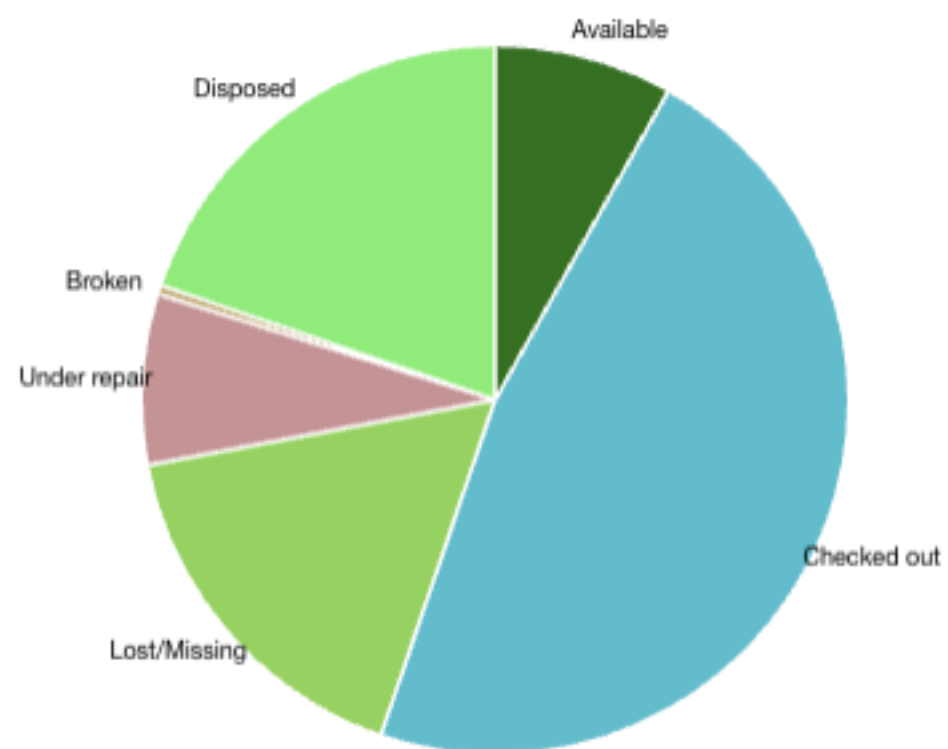
Dashboard dashboard & statistics

Manage Dashboard

Summary cards for asset status: Number of Active Assets (188), Available Assets (20), Checked-out (109), Lost/Missing (40), Disposed (47), Under Repair (18), Broken (1).

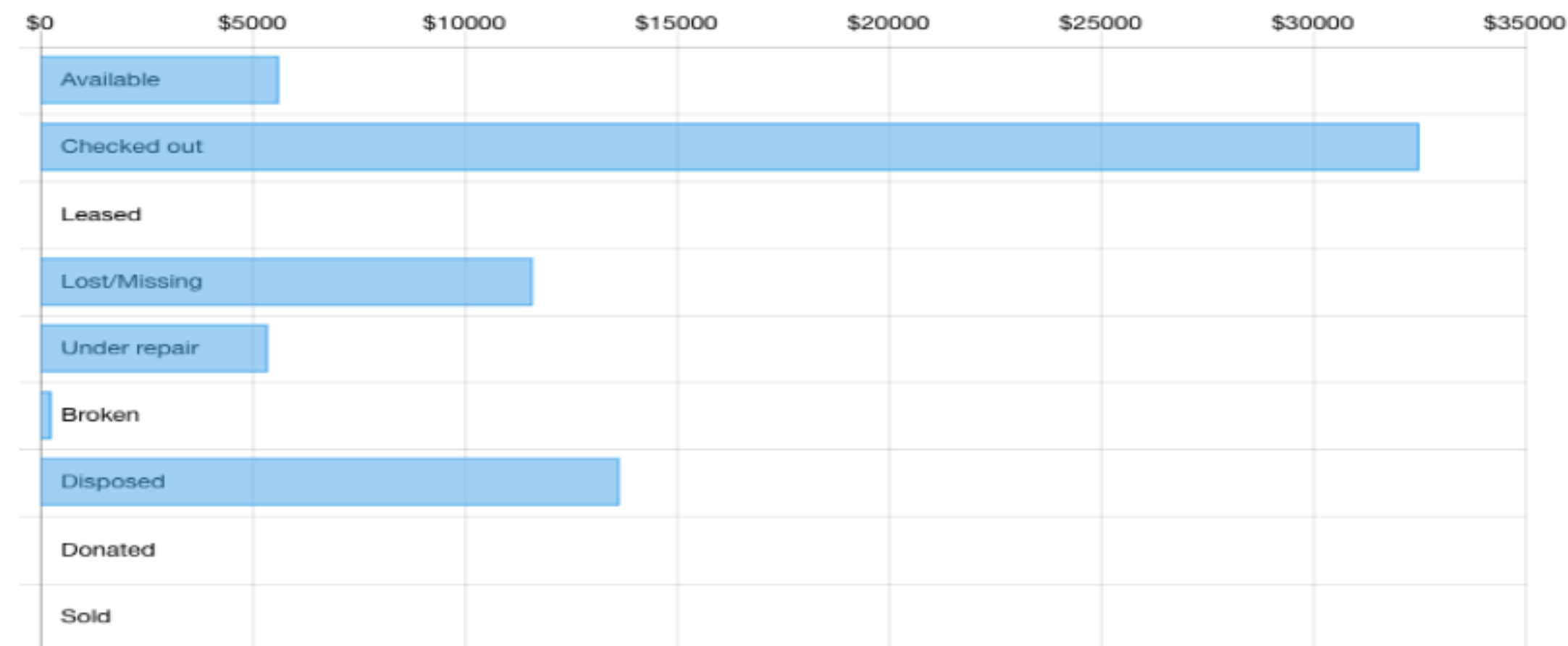
Asset Value by Status

Legend for Asset Value by Status: Available, Checked out, Leased, Lost/Missing, Under repair, Broken, Disposed, Donated, Sold.



Asset Value by Status

VERT HORZ



Feeds

Checked out Checked in Under Repair



Download Assettiger App



Review us on





Week of:	Before School 10 minutes before class		After School Dismissal until 3:12pm			
	Location	Location	Location	Location	Location	Location
8/14/23						
8/21/23	3	4	1	2	5	6
8/28/23	201	202	201	202	203	204
9/4/23	203	204	203	204	205	206
9/11/23	205	206	205	206	201	202
9/18/23	201	202	201	202	203	204
9/25/23	203	204	203	204	205	206
10/2/23	205	206	205	206	201	202
10/9/23	201	202	201	202	203	204
10/16/23	203	204	203	204	205	206
10/23/23	205	206	205	206	201	202
10/30/23	201	202	201	202	203	204
11/6/23	203	204	203	204	205	206
11/13/23	205	206	205	206	201	202
11/27/23	201	202	201	202	203	204
12/4/23	203	204	203	204	205	206
12/11/23	205	206	205	206	201	202
1/8/24	201	202	201	202	203	204
1/15/24	203	204	203	204	205	206
1/22/24	205	206	205	206	201	202
1/29/24	201	202	201	202	203	204
2/5/24	203	204	203	204	205	206
2/19/24	205	206	205	206	201	202
2/26/24	201	202	201	202	203	204
3/4/24	203	204	203	204	205	206
3/11/24	205	206	205	206	201	202
3/18/24	201	202	201	202	203	204
3/25/24	203	204	203	204	205	206
4/8/24	205	206	205	206	201	202
4/15/24	201	202	201	202	203	204
4/22/24	203	204	203	204	205	206
4/29/24	205	206	205	206	201	202
5/6/24	201	202	201	202	203	204
5/13/24	203	204	203	204	205	206
5/20/24	205	206	205	206	201	202
5/27/24	201	202	201	202	203	204

Title	Days	Schedule	Classification	Job Description Link
Secretary-Administrative				
Secretary-Attendance				
Secretary-Registrar				
Office Coordinator				
Director of Operations				
IT Support Specialist				
Business/HR Specialist	200	Classified - M	Non-Exempt	<a href="#">Business/HR Specialist</a>
Business Coordinator				
Director of Business Services				
Meal Duty Supervisor				
Nutrition Services Assisstant				
Nutrition Services Coordinator				
Custodian				
Health Assistant				
School Nurse				
Teacher				
Teacher - CTE				
Teacher - Resource Specialist				
Assistant Principal				
Principal				
Para-Educator/IA				
Speech Language Pathologist				
Counselor				
School Pyschologist				
Director of Special Education				
Executive Director	215	Management - A	Exempt	<a href="#">Executive Director</a>

Job Title: Executive Director

Supervisor: School Board

Job Classification: Exempt

Salary Schedule: MANAGEMENT - A

Days: 215

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## **DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under the oversight of the School Board, the Executive Director is responsible for the management/supervision of personnel, programs and functions, goal setting, communicating, and decision-making. The Executive Director must plan, organize, and administer AeroSTEM Academy's educational program, facilitate school community groups including teachers, parents, service organizations, school personnel, and the school board, and participate in charter and educational groups in order to sustain a viable and compliant school operation.

## **EXAMPLES OF DUTIES:**

### **Personnel Management**

- A. Oversee operations of AeroSTEM Academy
- B. Supervise and evaluate management and supervisory staff
- C. Recognize outstanding staff accomplishments
- D. Create collegial relationships, facilitate collaborative decision making and methods to support diverse personalities
- E. Coordinate all management and supervisory recruitment, retention, and reward procedures
- F. Follow all employment policies
- G. Identify and develop staff development opportunities
- H. Apply necessary disciplinary actions in a fair and consistent manner and according to policy and regulation

### **School Governance**

- A. Develop Charter Advisory Council and Board agenda and related materials
- B. Support and implement school board decisions and policies
- C. Attend all school board meetings and all other meetings as appropriate
- D. Facilitate collaborative decision making with staff, students and parents

### **School Finance and Business Management**

- A. Prepare and administer annual budget
- B. Operate school within board-approved budget
- C. Assist in preparation of district, county and state reports as required
- D. Liaison between all sectors of budget development
- E. Coordinate and approve contracts

## **Student Enrollment**

- A. Coordinate enrollment to meet student population target
- B. Coordinate audit enrollment documentation for accuracy

## **Curriculum & Instruction**

- A. Ensure compliance with all rules and regulations
- B. Review proposals for alternative courses of study

## **Communication**

- A. Convey program activities to school community through regular written newsletters and other forms of communications
- B. Respond to inquiries/concerns in a timely manner
- C. Interprets the philosophy, programs, and policies of the School to staff, districts, and the community; assists in the planning development of Board Policies, Administrative Regulations, and the strategies for achieving goals and objectives of AeroSTEM Academy

## **School Programs**

- A. Provide general supervision and leadership for all AeroSTEM Academy sites
- B. Provide oversight and guidance to School Directors and all support staff
- C. Provide leadership in the development of school-wide improvement strategies; oversees and monitors progress within and across all departments
- D. Provides leadership for the planning, implementation and evaluation of programs and services as necessary to support each program's efforts to fulfill strategic goals and objectives and achieve operational excellence
- E. In collaboration with High School Counselor and Compliance, assure course content meets CSU and UC requirements
- F. Develop accreditation in accordance with WASC guidelines

## **Public Relations**

- A. Attend all pertinent meetings with regard to charter schools and school programs
- B. Builds positive working relationships with various leaders and organizations in the community and within the County Office of Education

## Special Education/Counseling Programs

- A. Collaborate with Special Education to provide legally compliant services to qualified students
- B. Responsible for 'search and find' for identifying special education students

## **EMPLOYMENT STANDARDS**

### **Knowledge of**

- A. Budget management practices
- B. Strong human relations and organization skills
- C. Conflict resolution/problem solving
- D. Time management and project supervision skills
- E. Appropriate technology
- F. Standards, curriculum and resource knowledge K-12
- G. Non-classroom based learning
- H. Current educational administration principles and practices
- I. School organization, operations, policies, and objectives
- J. Principles and practices of school management
- K. Current applicable laws, codes, and regulations

### **Ability to**

- A. Plan, organize, and administer the school's educational program
- B. Develop and monitor program budgets including costs associated with instruction delivery
- C. Use appropriate technology proficiently and effectively
- D. Monitor effectiveness of instructional programs
- E. Coordinate the assessment of the instructional needs of students
- F. Exercise judgment and discretion in interpreting and applying policies and procedures
- G. Interpret, apply and explain rules, regulations, policies and procedures
- H. Analyze situations accurately and adopt an effective courses of action
- I. Meet schedules and timelines
- J. Prepare comprehensive narrative and statistical reports
- K. Plan, supervise, and evaluate the performance of assigned staff
- L. Communicate effectively in both oral and written forms
- M. Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner
- N. Establish and maintain effective work relationships with those contacted in the performance of required duties

## **EDUCATION, EXPERIENCE AND REQUIREMENTS**

- A. California Administrative Services Credential
- B. Previous teaching experience
- C. Previous administrative experience
- D. Valid California Driver's License/Proof of insurance
- E. First Aid Certificate including CPR
- F. TB test clearance
- G. Criminal justice fingerprint processing



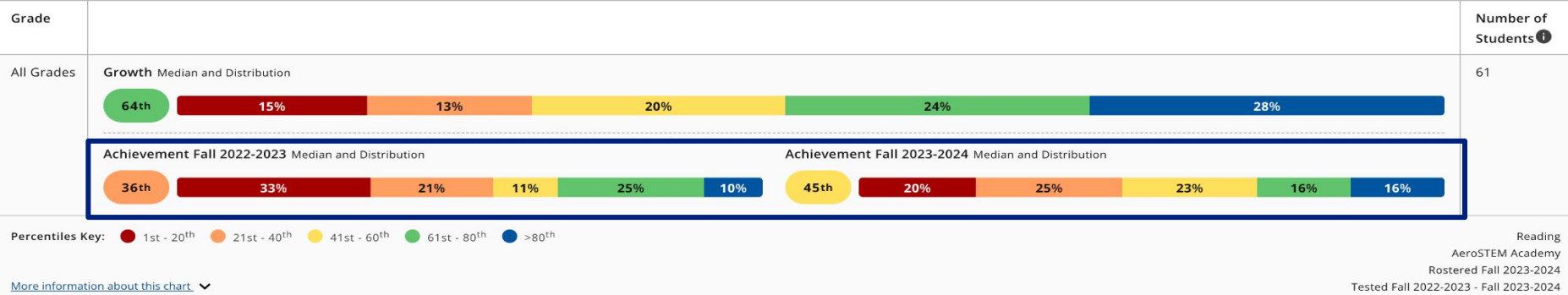
STEP	Management		Administration		Certificated		Classified							
	Excutive Director	Dir of Operations Dir of Business Services Dir of Special Education	Exempt				Non-Exempt							
			Principal	Asst. Principal Business Coordinator	Counselor School Nurse Psychologist	Teacher/CTE/RSP Speech Language Pathologist	Para-Educator/IA Meal Duty	Nutrition Services Assistant Health Assistant Secretary (Attendance)	Custodian Nutrition Services Coordinator	Secretary (Registrar)	Secretary (Administrative)	IT Support Specialist	Business/HR Specialist	Office Coordinator
215	200	195	195	190	190	190	190	190	245	245	190	200	200	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	107,088	90,263	78,955	76,955	60,723	54,478	17.36	18.25	19.17	20.13	21.17	22.24	23.36	24.54
2	112,442	94,776	82,902	80,802	60,723	56,383	18.23	19.16	20.12	21.15	22.24	23.34	24.52	25.77
3	118,063	99,514	87,048	84,843	62,848	58,360	19.15	20.1	21.14	22.2	23.34	24.51	25.74	27.07
4	123,934	104,490	91,400	89,085	65,048	60,403	20.1	21.12	22.19	23.31	24.51	25.51	27.05	28.41
5	130,165	109,715	95,970	93,539	67,325	62,519	21.12	22.18	23.31	24.48	25.73	25.73	28.38	29.84
6	136,674	115,201	100,768	98,216	69,681	64,708	22.16	23.29	24.47	25.69	27.04	27.03	29.81	31.32
7	143,508	120,961	105,807	103,127	72,119	66,972	23.28	24.45	25.68	27	28.36	28.36	31.3	32.89
8	150,683	127,009	111,097	108,283	74,644	69,317	24.44	25.66	26.99	28.33	29.79	29.79	32.88	34.53
9	158,217	133,359	116,652	113,697	77,257	71,741	25.66	26.95	28.33	29.75	31.28	31.29	34.52	36.27
10	166,128	140,027	122,485	119,382	79,960	74,253								
11	174,434	147,028	128,609	125,351	82,759	76,852	26.95	28.29	29.75	31.24	32.83	24.49	36.26	38.08
12	183,156	154,379	135,039	131,619	85,655	79,542								
13	192,314	162,098	141,791	138,200	--	--								
14	201,930	170,308	148,881	145,110	88,654	82,324	28.29	29.7	31.24	32.8	34.4	36.21	38.07	39.98
15	212,026	178,823	156,325	152,365	--	--								
16				91,757	85,206									
17				--	--		29.7	31.2	32.79	34.43	36.2	38.02	39.97	41.98
18					94,968	88,187								
19					--	--								
20					98,292	91,274								
21					--	--								
22					101,732	94,469								

----- Longevity

# Fall 22 to Fall 23 Cohort Comparison

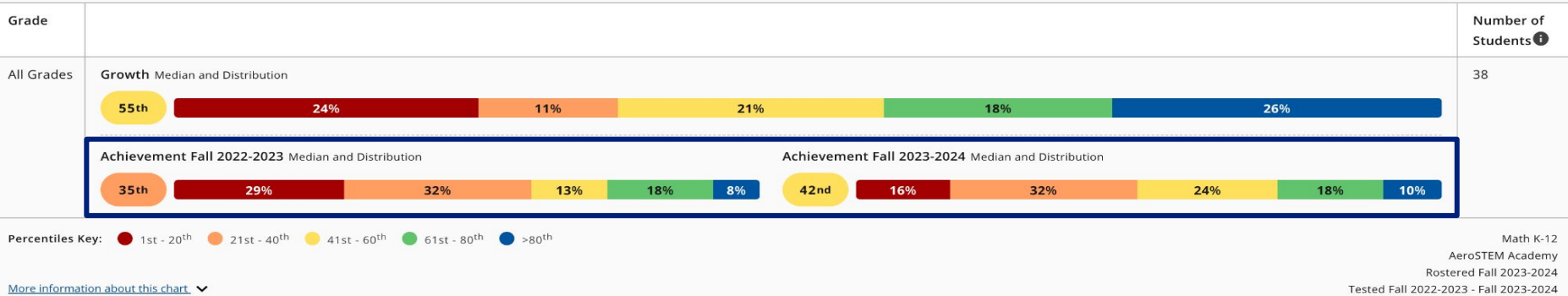
## Growth and Achievement - All Students

AeroSTEM Academy | Reading



## Growth and Achievement - All Students

AeroSTEM Academy | Math K-12



TO: Board of Directors

AGENDA ITEM: 8.1

DATE: 10/9/23

ITEM: 23-03 Credit Card Policy - BP

SUBMITTED FOR: Action

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**Background and Summary Information:** AeroSTEM Academy has operated without a credit card policy and will need to have a policy in place before issues credit cards to designated staff.

**Financial/Educational Impact:** Compliance/operational impact if not approved

**Staff Recommendation:** Staff recommends approval.

## Introduction

The purpose of this Policy is to promote the responsible use of Credit (both Credit Cards issued by AeroSTEM Academy (“AeroSTEM”) and Lines of Credit obtained by AeroSTEM) as an efficient method to pay for purchases in accordance with AeroSTEM policies. It is expected that the use of credit increases efficiency and accountability when a formal procurement process may not be necessary due to the low transaction value, vendor capacity, or pre-negotiated group rates.

## Applicability

This Policy applies to all employees responsible for the use of credit in any role. This Policy shall be viewed in conjunction with Purchasing/Signature Authority Procedures.

The AeroSTEM Executive Director is authorized to augment purchasing procedures by opening and maintaining credit accounts for use by administration and the business/purchasing department.

The Executive Director or designee will maintain appropriate fiscal controls for all accounts to ensure that public monies are not disbursed in amounts in excess of the budgeted appropriations.

No changes to requirements listed herein may take place without approval of the Board of Directors (“Board”).

## Definitions

- A. Credit Card: A credit card is a card issued by a financial company, giving the holder an option to borrow funds. Credit cards charge interest and are primarily used for short-term financing. Interest usually begins one month after a purchase is made, and borrowing limits are pre-set according to the individual’s credit rating.
- B. Line of Credit: A line of credit is an open-ended, revolving loan, in which the borrower may access money up to a certain limit, pay it back, and borrow it again.

## **Authorized Uses**

- A. Credit may be used to pay for authorized purchase transactions that are made through any legal means: over the counter, by telephone, or online.
- B. In order to help ensure that price, value, and service are considered, credit should be used only as a last resort to pay for purchases that are typically made through purchase order or agreement.
- C. Credit shall not be used to lease equipment or to purchase fixed assets. When justified by circumstances, exceptions may be approved in advance by the Executive Director.
- D. Credit must not be used to obtain cash, cash withdrawals or effect transfer of money.
- E. Credit must not be used in a manner intended to circumvent the formal procurement process or other limits imposed on the card.
- F. Authorized uses may be limited by the Executive Director or his/her designee to specific categories or merchant types, single-purchase dollar limit, and monthly spending limit.
- G. Credit shall be used solely by the designated employees, for official AeroSTEM purposes, and only in accordance with the approved AeroSTEM budget.
- H. Credit shall be used when time or other practical constraints, including a cost savings to AeroSTEM, would prevent the payment of expenditures through standard AeroSTEM accounts-payable methods.
- I. Credit accounts shall be balanced monthly with original receipts to account for all credit card purchases. The credit reconciliation form shall be prepared and submitted for approval to the credit-holder's supervisor, Executive Director, or designee.
- J. Credit shall not be used for personal purposes or for the purchase of alcohol.

## **Emergency Use**

In view of the potential use of the purchase card during emergency conditions, the Executive Director or designee may authorize higher limits, additional cards, and wider purchasing scope for certain key staff who may be called on during emergencies. AeroSTEM purchasing and payment policies and procedures must be followed to the extent that they do not threaten public health or safety. Failure to plan for normal operations does not constitute an emergency use.

Failure to plan refers to circumstances in which personnel, in the normal course of their activities, have reasonable knowledge of a need but did not take the proper action to procure for the needs. This does not refer to unforeseen circumstances that are clearly beyond their control or knowledge.

## **Misuse or Fraud**

Purchases that are unauthorized, illegal, personal in nature, perceived to be unethical or that reflect a conflict of interest, or use that does not adhere to credit card use Board policy/administrative regulation or credit card use guidelines, or otherwise violate the intent of this policy may result in card revocation, district sanction, repayment to the district, legal action and/or be grounds for termination of employment.

Any employee who is found to be misusing the credit in any way will have the card, check, or similar removed immediately and appropriate action taken as determined by the Executive Director or designee. The School reserves the right to reclaim inappropriate expenditures from any employee found to be misusing school credit.

Employees misusing their purchase card or committing fraud in violation of Board Policy and any other related AeroSTEM policies or procedures may be subject to disciplinary action, up to and including, termination, civil penalties, and/or criminal penalties.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

35250 Duty to keep certain records and reports

42630-42651 General provisions; orders, requisitions and warrants

TO: Board of Directors

AGENDA ITEM: 8.2

DATE: 10/9/23

ITEM: 23-04 Alcohol and Drug Free Workplace - BP

SUBMITTED FOR: Action

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**Background and Summary Information:** This policy will support references in both the family and employee handbook.

**Financial/Educational Impact:** Compliance/operational impact if not approved

**Staff Recommendation:** Staff recommends approval.

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## 400: Personnel

## Board Policy 23-04

AeroSTEM Academy maintains an alcohol and drug free environment.

The Board of Directors recognizes the need to keep the school free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being.

The Board prohibits the possession, use, or sale of drugs and alcohol at any time in school-owned or leased buildings, on school property, and in school vehicles, unless otherwise permitted by law.

The following substances are prohibited on all school property:

- A. Any substance which may not lawfully be possessed, used, or sold in California
- B. Cannabis or cannabis products
- C. Alcoholic beverages

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, school policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

The Executive Director or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in school facilities, on school property, in school vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.



TO: Board of Directors

AGENDA ITEM: 8.3

DATE: 10/9/23

ITEM: 23-05 Cell Phone Policy - BP

SUBMITTED FOR: Action

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**Background and Summary Information:** This policy will support references in both the family handbook.

**Financial/Educational Impact:** Compliance/operational impact if not approved

**Staff Recommendation:** Staff recommends approval.

## Introduction

The purpose of this Policy is to promote the responsible use of Credit (both Credit Cards issued by AeroSTEM Academy (“AeroSTEM”) and Lines of Credit obtained by AeroSTEM) as an efficient method to pay for purchases in accordance with AeroSTEM policies. It is expected that the use of credit increases efficiency and accountability when a formal procurement process may not be necessary due to the low transaction value, vendor capacity, or pre-negotiated group rates.

## Applicability

This Policy applies to all employees responsible for the use of credit in any role. This Policy shall be viewed in conjunction with Purchasing/Signature Authority Procedures.

The AeroSTEM Executive Director is authorized to augment purchasing procedures by opening and maintaining credit accounts for use by administration and the business/purchasing department.

The Executive Director or designee will maintain appropriate fiscal controls for all accounts to ensure that public monies are not disbursed in amounts in excess of the budgeted appropriations.

No changes to requirements listed herein may take place without approval of the Board of Directors (“Board”).

## Definitions

- A. Credit Card: A credit card is a card issued by a financial company, giving the holder an option to borrow funds. Credit cards charge interest and are primarily used for short-term financing. Interest usually begins one month after a purchase is made, and borrowing limits are pre-set according to the individual’s credit rating.
- B. Line of Credit: A line of credit is an open-ended, revolving loan, in which the borrower may access money up to a certain limit, pay it back, and borrow it again.

## **Authorized Uses**

- A. Credit may be used to pay for authorized purchase transactions that are made through any legal means: over the counter, by telephone, or online.
- B. In order to help ensure that price, value, and service are considered, credit should be used only as a last resort to pay for purchases that are typically made through purchase order or agreement.
- C. Credit shall not be used to lease equipment or to purchase fixed assets. When justified by circumstances, exceptions may be approved in advance by the Executive Director.
- D. Credit must not be used to obtain cash, cash withdrawals or effect transfer of money.
- E. Credit must not be used in a manner intended to circumvent the formal procurement process or other limits imposed on the card.
- F. Authorized uses may be limited by the Executive Director or his/her designee to specific categories or merchant types, single-purchase dollar limit, and monthly spending limit.
- G. Credit shall be used solely by the designated employees, for official AeroSTEM purposes, and only in accordance with the approved AeroSTEM budget.
- H. Credit shall be used when time or other practical constraints, including a cost savings to AeroSTEM, would prevent the payment of expenditures through standard AeroSTEM accounts-payable methods.
- I. Credit accounts shall be balanced monthly with original receipts to account for all credit card purchases. The credit reconciliation form shall be prepared and submitted for approval to the credit-holder's supervisor, Executive Director, or designee.
- J. Credit shall not be used for personal purposes or for the purchase of alcohol.

## **Emergency Use**

In view of the potential use of the purchase card during emergency conditions, the Executive Director or designee may authorize higher limits, additional cards, and wider purchasing scope for certain key staff who may be called on during emergencies. AeroSTEM purchasing and payment policies and procedures must be followed to the extent that they do not threaten public health or safety. Failure to plan for normal operations does not constitute an emergency use.

Failure to plan refers to circumstances in which personnel, in the normal course of their activities, have reasonable knowledge of a need but did not take the proper action to procure for the needs. This does not refer to unforeseen circumstances that are clearly beyond their control or knowledge.

## **Misuse or Fraud**

Purchases that are unauthorized, illegal, personal in nature, perceived to be unethical or that reflect a conflict of interest, or use that does not adhere to credit card use Board policy/administrative regulation or credit card use guidelines, or otherwise violate the intent of this policy may result in card revocation, district sanction, repayment to the district, legal action and/or be grounds for termination of employment.

Any employee who is found to be misusing the credit in any way will have the card, check, or similar removed immediately and appropriate action taken as determined by the Executive Director or designee. The School reserves the right to reclaim inappropriate expenditures from any employee found to be misusing school credit.

Employees misusing their purchase card or committing fraud in violation of Board Policy and any other related AeroSTEM policies or procedures may be subject to disciplinary action, up to and including, termination, civil penalties, and/or criminal penalties.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

35250 Duty to keep certain records and reports

42630-42651 General provisions; orders, requisitions and warrants

TO: Board of Directors

AGENDA ITEM: 8.4

DATE: 10/9/23

ITEM: 23-06 Food Service Procurement Procedures - BP

SUBMITTED FOR: Action

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**Background and Summary Information:** This policy will support policy required by the state for food service procurement and reporting.

**Financial/Educational Impact:** Compliance/operational impact if not approved

**Staff Recommendation:** Staff recommends approval.

## Procurement Procedures General Information

Procurement is a multistep process for acquiring the best possible goods and services at the lowest possible price. The **AeroSTEM Academy Food Service Department (AeroSTEM hereinafter)** will purchase goods and services for use in the School Nutrition Programs in compliance with Title 2, *Code of Federal Regulations (2 CFR)*, sections 200.318–200.326; Title 7, *Code of Federal Regulations (7 CFR)*, parts 210 and 220; and all applicable state and local rules.

When making procurement decisions, the AAFSD will follow the following four fundamental principles of procurement:

1. Comply with the Buy American Provision by purchasing, to the maximum extent possible, agricultural commodities and products grown and processed in the United States.
2. Understand and comply with federal, state, and local requirements.
3. Ensure that full and open competition exists to the maximum extent possible as outlined in 2 *CFR*, Section 200.319(a).
4. Award contracts to responsible and responsive bidders.

## Methods of Procurement (only refer to applicable procurement methods)

### 1. Micro-purchase Method (2 CFR, Section 200.320[a])

Micro-purchases may be awarded without soliciting competitive quotations or comparing prices among qualified suppliers if the following two conditions are met:

- a. The aggregate value of a single transaction is \$10,000 or less, effective August 1, 2018.
- b. YCUSD staff considers the price to be reasonable. Documentation (e.g., receipts and invoices) must be maintained for three years plus the current program year or until the next California Department of Education (CDE) review, to document costs that are reasonable.

The AAFSD will distribute micropurchases equitably among qualified suppliers to the extent practical. The AAFSD will ensure that purchases are made at a variety of stores. The AAFSD will not limit its purchases to only one store unless it is not practical to equitably distribute (e.g., due to the distance of another store from the district office).

Micropurchases are not intended to be used to avoid a small, informal or formal procurement.

## 2. Small Purchase Method (2 CFR, Section 200.320[b])

The small purchase method is used to procure goods and services when the aggregate value of the purchase is equal to or less than the small purchase threshold adhered to by the AeroSTEM.

AeroSTEM does not have a local small purchase threshold; therefore, AeroSTEM is required to adhere to the federal small purchase threshold of \$250,000, effective August 1, 2018. The AAFSD will check the Federal Acquisition Regulation (FAR), Part 2, on the FAR web page at

<https://www.acquisition.gov/?q=browsefar> annually on January 1 to verify the federal small purchase threshold.

AeroSTEM will follow the following steps when conducting procurements using the small purchase method:

- a. **Step 1:** The AeroSTEM Program Operator/Purchaser will develop and provide a clear and accurate description of the technical requirements of the goods or services to be procured from potential sources per 2 *CFR*, Section 200.319(c)(1), including the requirement to comply with the Buy American Provision per 7 *CFR*, sections 210.21(d) and 220.16(d) when procuring food. The same specifications will be provided to each potential vendor so that each vendor can provide price quotes on the same goods or services.
- b. **Step 2:** Price or rate quotations will be obtained from a minimum of two responsible and responsive sources. Price quotes must be documented in writing per **AeroSTEM's** policy. If price quotes are provided verbally, the purchaser will follow up with an email to the vendor confirming the verbal price quote provided.  
AeroSTEM Small Purchase Quotation forms and other forms of written quotes submitted by potential vendors will be retained by the **AeroSTEM Program Operator** with other related procurement documentation (e.g., invoices) for the term of the contract plus extensions and three additional school years, or until the next review by the CDE, whichever is longer.
- c. **Step 3:** The **AeroSTEM Nutrition Services Office** designee will evaluate the written quotes received based on stated evaluation criteria in order to determine responsiveness.
- d. **Step 4:** The **AeroSTEM Nutrition Services Office** will evaluate the written responses and references received based on stated evaluation criteria to determine responsibility.
- e. **Step 5:** The **AeroSTEM Nutrition Services Office** will award small purchases to the lowest priced responsible and responsive vendor.
- f. **Step 6:** The **AeroSTEM Nutrition Services Office** will monitor the contract to ensure goods or services solicited for are the ones received and all deliverables are met per 2 *CFR*, Section 200.318(b).

**AeroSTEM** will check for any changes to the micropurchase and small purchase thresholds approved by the federal awarding agency, the U.S. Department of Agriculture (USDA).

### 3. Formal Purchase Methods (2 CFR, Section 200.320[c][d])

The formal purchase method, used to procure goods and services when the estimated purchase price is above the federal small purchase threshold, is currently set at above \$250,000 effective August 1, 2018. Both Invitation for Bid (IFB) and Request for Proposal (RFP) methods are used by AeroSTEM. The AeroSTEM Nutrition Services Office will check the FAR, Part 2, web page at <https://www.acquisition.gov/?q=browsefar> annually on January 1 to verify the federal small purchase threshold.

The terms of formal contracts will be one year. However, YCUSD may at its option extend agreements for not to exceed (4) additional one (1) year terms commencing upon the conclusion of the original term. Renewal options will be mutually agreed between AAFSD and the awarded contractor.

AeroSTEM will complete the following steps when conducting formal procurements:

- a. **Step 1:** The AeroSTEM Nutrition Services Office will describe how it performs a cost or price analysis (2 CFR, Section 200.323) for every procurement in excess of the federal small purchase threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the AeroSTEM Nutrition Services Office will make independent estimates before receiving bids or proposals to ensure the bids or proposals received are reasonable.
- b. **Step 2:** The **AeroSTEM Nutrition Services Office** will develop a written solicitation, which will incorporate:
  - i. A clear and accurate description of the technical requirements for the goods or services to be procured per 2 CFR, sections 200.319(c)(1) and 200.320(c)(d).
  - ii. The requirement to comply with the Buy American Provision per 7 CFR, sections 210.21(d) and 220.16(d)
  - iii. All requirements that the offerors must fulfill and all other factors (IFBs and RFPs) and their relative importance (RFPs only) used in evaluating bids or proposals per 2 CFR, sections 200.319(c)(2) and 200.320(c)(d) to judge responsive and responsible firms
  - iv. Instructions for responding vendors
  - v. The general terms and conditions of the contract
- c. **Step 3:** The AeroSTEM purchasing team will advertise the solicitation in print and on websites 10 days prior to the deadline for submission of bids and proposals.
- d. **Step 4:** The AeroSTEM FSD and purchasing team will open bids resulting from IFBs at the time and place prescribed in the solicitation. RFPs will be opened according to **AeroSTEM's** determination.



The **AeroSTEM Nutrition Services Office** will evaluate offers from responding firms by using the evaluation criteria outlined in the solicitation for both IFBs and RFPs. If there is not a minimum of two respondents, the **AeroSTEM Nutrition Services Office** and purchasing manager will review the solicitation to ensure that it is not limiting competition as outlined in 2 *CFR*, Section 200.319, and consider expanding advertising efforts before reissuing the solicitation or accepting the single bid.

The offers will be ranked based on cost only for IFBs and on evaluation criteria (i.e., technical criteria) and cost for RFPs for all responsible and responsive responders. **AeroSTEM Nutrition Services Office** must describe their written method used to conduct a technical evaluation of all proposals received, as required by 2 *CFR*, Section 200.320(d)(1) for RFPs only. The AeroSTEM manager will negotiate the technical aspects of each RFP prior to negotiating the cost aspect of the RFP. Any or all bids may be rejected if there is sound documented reason.

e. **Step 5: Responsible and Responsive Contractors (2 CFR, Section 200.318[h])**

The AeroSTEM will award contracts only to responsive and responsible contractors possessing the ability to conform to all of the SFA's stated terms and conditions and to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. AeroSTEM defines responsive as respondent conforms to all of **AeroSTEM's** stated terms and conditions and defines responsible as respondent is capable of performing successfully under the terms and conditions of the contract.

f. **Step 6:** The **AeroSTEM Nutrition Services Office** will award the contract to the responsible and responsive bidder who offers the lowest price for IFBs. All IFBs will result in a firm, fixed-price contract.

For RFPs, the **AeroSTEM Nutrition Services Office** will award the contract to the responsible and responsive respondent whose proposal is most advantageous to the AAFSD, with price and other factors considered. All RFPs will result in either a fixed-price or cost reimbursable contract. **Cost plus a percentage of cost contracts will never be used.**

g. **Step 7:** The **AeroSTEM Nutrition Services Office** will monitor the contract per 2 *CFR*, Section 200.318[b] by:

- i. Overseeing deliveries to ensure that the goods solicited for were received
- ii. Periodic on-site visits to ensure services solicited are being satisfactorily performed
- iii. Reviewing the contract's terms, conditions, and deliverables monthly to ensure that they are being met and done so in accordance with all federal, state, and local rules

- iv. Ensuring that discounts, rebates, and credits in cost reimbursable contracts are provided

#### **4. Noncompetitive Procurement Method (2 CFR, Section 200.320[f])**

AeroSTEM will only enter into a noncompetitive agreement when one or more of the following circumstances apply:

The item is available only from a single source.

- a. An emergency exists, and the urgency for the requirement will not permit a delay resulting from competitive solicitation.
- b. The AeroSTEM received prior approval from the CDE after submitting a written request to the CDE with justification for conducting a noncompetitive procurement.
- c. After solicitation from a number of sources, competition is determined inadequate.

#### **Purchasing Cooperatives and Intergovernmental Procurement (2 CFR, Section 200.318[e])**

AeroSTEM may choose to make purchases through a cooperative agreement with a group of other schools to increase purchasing power or AeroSTEM may piggyback on contracts awarded to a vendor from another school district when all procurement principles are followed.

While intergovernmental agreements can benefit the AeroSTEM, AeroSTEM may only enter into an intergovernmental agreement with a local government (e.g., school district). AeroSTEM may also join or piggyback onto a cooperative when that agreement was procured and awarded consistent with federal and state procurement regulations.

The AeroSTEM purchasing team and local counsel will carefully review the solicitation issued by a cooperative. The AeroSTEM purchasing manager and local counsel will ensure the procurement of the contract, and the contract itself, complies with applicable federal, state, and local procurement rules. The AeroSTEM purchasing manager and local counsel will confirm that the addition of their purchasing power to the procurement does not create a material change in scope or in services.

For cooperative purchasing, AeroSTEM's purchasing team must maintain a copy of the solicitation and contract, proof of advertising, and bid award documents (e.g., evaluation documentation) from the lead entity on file for the term of the contract, plus any extensions, and three additional school years.

For piggybacking, the AeroSTEM purchasing manager must obtain prior written permission from the lead entity awarding the bid and the vendor who was awarded the bid. A copy of the solicitation and contract, including the piggyback clause, proof of advertising, and bid award documents (e.g., evaluation documentation) must be retained for the term of the contract plus extensions and three additional school years.

A copy of all documents listed above will be made available during a procurement review.

**Buy American Provision (7 CFR, sections 210.21[d] and 220.16[d]; U.S. Department of Agriculture Policy Memorandum SP 38-2017)**

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 Public Law 105-336 added a provision, Section 12(n), to the National School Lunch Act (NSLA) (42 *United States Code* Section 1760[n]), that requires all school food authorities (SFA) to purchase, to the maximum extent practical, domestic commodities or products. Section 12(n) of the NSLA defines a domestic commodity or product as an agricultural commodity (i.e., meat/meat alternate [M/MA], grain, fruit, vegetable, and fluid milk) or processed product (i.e., processed food product that includes components that contribute to a reimbursable meal, such as a chicken patty that contains an M/MA and grain component) that is processed in the United States using substantial agricultural commodities that are produced in the United States. Substantial means that over 51 percent of the final processed product consists of agricultural commodities that are grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

When funds are used from the nonprofit school food service account, SFAs must ensure that procurement transactions for food products comply with the Buy American Provision requirement in 7 CFR, sections 210.21(d) and 220.16(d), whether food products are purchased by SFAs or entities that are purchasing on their behalf.

**Note:** The SFA is not required to adhere to the domestic requirement for foods that are not creditable food components.

In compliance with this policy, the **AeroSTEM Nutrition Services Office** will ensure that the solicitation and contract language include the requirement for domestic agricultural commodities and products and retain records documenting any exceptions in advance of accepting deliveries. Implementation of the Buy American Provision by AeroSTEM will be ensured by:

1. Including the Buy American Provision requirement in food bid specifications, IFBs, RFPs, contracts, purchase orders, and other procurement documents issued
2. Monitoring the contract to ensure that the domestic products solicited are the ones received
3. Requiring suppliers to provide certification of domestic origin for all food products, from bids and proposals through receipts and invoices
4. Conducting monthly reviews on storage facilities to ensure the domestic products received are the ones solicited for and awarded

Exceptions to the Buy American Provision will be used as a last resort and are only allowable for one of the two exceptions listed below and outlined in further detail in the USDA Policy Memorandum SP 38-2017: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program.

1. The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality.
2. Competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product as determined by AeroSTEM.

**Note:** Ingredients used to flavor, enhance, or prepare products (e.g., oil, yeast, spices, condiments, salad dressing) must also comply with the Buy American Provision requirement **only if** the first ingredient (or second after water) is one of the five components (breads/grains, fruits, vegetables, M/MA, and fluid milk) that contribute to a reimbursable meal. If the first ingredient in these products is not one of the five components that contribute to a reimbursable meal, the product does not have to comply with the Buy American Provision requirement. For example, catsup with tomato paste as the first ingredient must comply with the Buy American Provision requirement since tomato paste is creditable as a red/orange vegetable, **even though catsup is not a creditable item**. Mustard with distilled white vinegar as the first ingredient does not need to comply with the Buy American Provision requirement since vinegar is not a component that contributes to a reimbursable meal. Additionally, nonagricultural products such as paper, water, packaging, and labor do not need to comply with the Buy American Provision requirement.

**AeroSTEM** or the vendor must document exceptions to the Buy American Provision requirement prior to accepting each and every nondomestic agricultural commodity or product. This documentation must be on file for at least the current year plus three years, and must be made available during an on-site administrative review and an off-site procurement review.

The documented exception will include the following:

1. A description of the nondomestic item
2. Alternative domestic commodities or products that **AeroSTEM** considered or the vendor offered and the reason they were not substituted for the nondomestic item
3. A synopsis of what third-party verification (e.g., USDA Agricultural Marketing Service Run a Custom Report web page at <https://marketnews.usda.gov/mnp/fv-report-config-step1?type=termPrice>) was done by the vendor or **AeroSTEM** to determine cost and availability
4. Documentation by the vendor or the **AeroSTEM** outlining the price of both domestic and nondomestic commodities or products or lack of availability to justify the exception
5. The dates that the: (1) vendor informed **AeroSTEM** of the nondomestic commodity or product, (2) **AeroSTEM** agreed to accept this food item in advance of delivery, and (3) commodity or product was received by **AeroSTEM**.

### **Small and Minority Businesses, Women's Business Enterprises (2 CFR, Section 200.321)**

The [ABCS] purchasing manager will ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible by taking the following affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development of the Department of Commerce
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section

#### **Duplication of Goods or Services (2 CFR, Section 200.318[d])**

AeroSTEM will avoid the acquisition of unnecessary or duplicative items by determining whether the goods or services are necessary and ensuring that their purchase does not duplicate items or bids that AeroSTEM already has in place. The AeroSTEM will provide the AeroSTEM purchasing manager with documentation justifying that the purchase of all goods and services requested are required and not duplicative prior to conducting a procurement.

#### **Competition (2 CFR, Section 200.319[a][1-5, 7])**

AeroSTEM will conduct all procurement transactions in a manner providing full and open competition. Situations where competition is limited will be avoided by the AAFSD. Some of these situations include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business
2. Requiring unnecessary experience and excessive bonding
3. Organizational conflicts of interest
4. Specifying only a brand name product instead of allowing an equivalent product to be offered
5. Any arbitrary action in the procurement process

When a procurement has been properly conducted, and there is only one respondent, AeroSTEM will evaluate the scope of work or services requested to determine whether they were too restrictive by contacting potential respondents who did not participate, and by reviewing the requested services for possible modification. AeroSTEM will then resolicit. If, after the second solicitation, there is only one respondent, AeroSTEM will move forward with that award.

### **Brand Name or Equivalent (2 CFR, Section 200.319[a][6])**

When using a brand name or product code in the specification, AeroSTEM will adhere to the following procedures:

1. AeroSTEM will ensure that the description in the specification will always include a clause that an equivalent product is acceptable.
2. A copy of the specified brand or code will be posted on AeroSTEM's website by the purchasing manager so vendors can verify that the product they are bidding on is actually an equal.
3. Vendors bidding an item as an equal product to the brand name specified will be required to provide **AeroSTEM** with a product specification sheet and a sample case of the product for taste testing and verification by all **AeroSTEM nutrition department staff and a selected number of students** to ensure that the product is an equal product to the brand name specified.

### **Contractor Involvement (2 CFR, Section 200.319[a])**

The AeroSTEM will ensure objective contractor performance and eliminate unfair competitive advantage by excluding contractors that develop or draft specifications, requirements, statements of work, and IFBs and RFPs from competing for such procurements. The **AeroSTEM** will maintain documentation to prove that the appropriate procurement procedures were used and that the final selection is the most efficient and economical for the AeroSTEM.

### **Clear and Accurate Description of Technical Requirements Required (2 CFR, Section 200.319[c][1-2])**

AeroSTEM will have written procedures for procurement transactions. These procedures will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service being procured and will not contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service being procured and minimum essential characteristics and standards. A **brand name or equivalent** description may be used as a means to define the performance or other salient requirements of procurement. The specific desired features of the named brand must be clearly stated, along with all requirements which the offerors must fulfill, and all other factors to be used in evaluating bids or proposals.

### **Bid Protest (2 CFR, Section 200.318[k])**

AeroSTEM is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve AeroSTEM of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

All solicitations over the Simplified Acquisition Threshold must include bid protest language. AeroSTEM accepts a prospective bidder's protest to a bid award if the protesting party believes the award is not in compliance with the law, does not follow bid procedures, or does not meet bid specifications. A protest must be filed with the AeroSTEM designated point of contact for that bid. Such protests must be made in writing and received by AeroSTEM's Business Services Office within five working days of bid award date and shall include all documents supporting or justifying the protest. The protesting party must mail or deliver copies of the protest to the AeroSTEM Business Services Office. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of their right to protest the award of the contract.

### **Maintenance of Records (2 CFR, Section 200.318[i])**

The AeroSTEM will maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, a copy of the solicitation and contract, the basis for the contract price (the bidding history), rationale and approval for noncompetitive procurements, any contract amendments, billing and payment records, and a history of contractor claims and for the full term of the contract plus extensions and three additional school years, or until the next review by the CDE. The CDE and USDA reviewers shall have full access to and the right to examine all procurement documentation occurring during this time period.

### **Contract Management (2 CFR, Section 200.318[b])**

The AeroSTEM must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. AeroSTEM will perform the following tasks to ensure compliance: Periodically review and evaluate contracts to ensure that the contractors/vendors are performing in accordance with the terms, conditions, and specifications of their contracts.

### **Certifications (including, but not limited to 2 CFR, Appendix II)**

AeroSTEM will require any successful respondent to provide proof of having and maintaining, during the life of any contract with AeroSTEM's Public Liability and Property Damage Insurance to protect themselves and AeroSTEM from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations any contract that AeroSTEM enters into.

AeroSTEM will not enter into a contract with any company or individual that has been debarred or suspended. AeroSTEM will require that vendors and potential vendors certify their compliance with the Lunsford Act, which prohibits anyone required to register as a sex offender under Article 27A of Chapter 4 of the General Statutes from knowingly being on the premises of any school.



Vendors that are awarded contracts are required to submit a completed Debarment and Suspension Certificate, and Disclosure of Lobbying Activities. These forms must be completed prior to commencement of work.

**Continuing Education/Training Standards (7 CFR, sections 210.30[b][3],[c][1-5], [d][1-6], [e][1-2])**

AeroSTEM operates the School Nutrition Programs (SNP) and must ensure that all SNP directors (7 CFR, Section 210.30[b][3]), SNP managers (7 CFR, Section 210.30[c][1-5]), and staff (7 CFR, Section 210.30[d][1-6]) with responsibility for SNP, complete their required annual trainings. The annual training should include, but is not limited to, the following topics as applicable: training in procurement procedures, and any other specific topics identified by USDA Food and Nutrition Service as needed to address program integrity or other critical issues. Annual training requirements for SNP managers, directors, and staff are summarized under 7 CFR, Section 210.30[e][1-2].

**Contact Information**

For questions and concerns regarding procurement solicitations, contract evaluations, and awards, please contact the following AeroSTEM staff:

Executive School Director, Joseph Clark: (530) 742-2531  
Business Technician, Diana Borja: (530) 742-2786

This institution is an equal opportunity provider.



TO: Board of Directors  
DATE: 10/9/23  
ITEM: Job Description

AGENDA ITEM: 8.5

SUBMITTED FOR: Action

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**Background and Summary Information:** Job titles currently have inconsistent verbiage across the organization and roles are misaligned. This is the first step in an update to set the organization on the path to create positions that will take the school through growth of up to 400 students and have consistency of titles and assignments.

**Financial/Educational Impact:** Potential operational and staffing impacts.

**Staff Recommendation:** Staff recommends approval.

Job Title: Business/HR Specialist

Supervisor: Executive Director

Job Classification: Non-Exempt

Salary Schedule: CLASSIFIED - M

Days: 200

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## **DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under the direction of the Executive Director or designee performs responsible payroll and accounting record management functions, involving the use of manual and computer-assisted record management, storage and retrieval systems; monitors, audits and prepares a variety of payroll and accounting related reports, records and summaries; handles confidential matters related to the district collective bargaining process and to do other related work as required. This position requires a high degree of organizational, planning and general business skills which will be used to provide the best possible support services.

## **EXAMPLES OF DUTIES:**

### **Payroll**

- A. Processes a variety of documents including payroll registers, employee status reports, insurance detail and a variety of other documentation;
- B. Receives, reconciles and audits computer payroll output reports;
- C. Prepares State and Federal payroll related documents and reports;
- D. Processes payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines;
- E. Verifies and releases payroll warrants and various payroll documents;
- F. Processes regular and supplemental payroll;
- G. Maintains employee sick leave and vacation records;
- H. Provides routine responses to verification of employment request, unemployment audits, worker's compensation information;
- I. Reconciles and processes timely premium payments for employee benefit carriers;
- J. Communicates with District administrators, bargaining units, employee and insurance carriers for the purpose of distributing benefit information and providing benefit expertise;
- K. Tracks hours worked for monitoring Affordable Care Act (ACA);
- L. Prepares monthly California Employment Development Department New Employee Report;
- M. Works closely with administration to maintain position control and to analyze salary and benefit adjustments throughout the fiscal year.
- N. Leave accounting and processing.

### **Accounting**

- A. May assist with closing of the Charter's books and works closely with audit teams
- B. May assist school administrators with Local Control Accountability

- C. Plan (LCAP) and mapping of the budget to the plan;
- D. May prepares budget transfers and journal entries to correct account coding;
- E. Collects, compiles, processes and maintains a variety of fiscal related records and files;
- F. Assists in the preparation of annual employment notifications.
- G. Assists in the preparation of annual work day calendars.

## **Accounts Payable**

- A. Inputs invoice data for payment to vendor on Accounting System;
- B. Processes warrants for mailing and maintain accounts payable files;
- C. Uses fund coding for all invoices and materials due for payment and/or journal entries;
- D. Prepares checks and replenishes petty cash and student body funds;
- E. Prepares Board of Education sales tax and 1099 reports.
- F. Prepare purchase orders and place orders.

## **Accounts Receivable**

- A. Receives, processes, deposits Accounts Receivable including Cafeteria Program including Café Credit Card account;
- B. Receives, processes, deposits Accounts Receivable for Student Body account and the Petty Cash account;
- C. Creates and distributes Invoices.

## **Other**

- A. Performs general clerical duties, including sorting, filing, duplicating, searching, answering the telephone and responding to informational inquiries as needed in the business department.
- B. Assist with Medi-Cal Administrative Activities (MAA) invoicing.
- C. Assist with data for Governmental Accounting Standards Board (GASB) actuarial studies.
- D. Assist with data for the annual School Accountability Report Card (SARC).
- E. Performs other related duties as assigned.
- F. Assists with other district office functions as requested.

## **EMPLOYMENT STANDARDS**

### **Knowledge of**

- A. Practices pertaining to payroll, benefits, accounting and fiscally related record management systems;
- B. Manual and computer-assisted payroll and accounting record management systems;
- C. Computer hardware and software application programs commonly used in accounting and payroll operations;
- D. Payroll and accounting related report preparation and format;
- E. Legal mandates, policies and operational guidelines pertaining to payroll, benefits and accounting practices;
- F. School district budgeting;
- G. State School Accounting Manual.

### **Ability to**

- A. Type 45 wpm;
- B. Audit, review and effectively compile payroll and accounting reports, records, and related summaries;
- C. Skillfully operate computer terminal and other standard business related equipment;
- D. Make complex arithmetical calculations with speed and accuracy;
- E. Understand and carry out oral and written directions;
- F. Establish and maintain cooperative working relationships;
- G. Communicate effectively with staff with a broad range of experience and knowledge.

## **EDUCATION, EXPERIENCE AND REQUIREMENTS**

- A. Valid California Driver's License/Proof of insurance
- B. First Aid Certificate including CPR
- C. TB test clearance
- D. Criminal justice fingerprint processing
- E. AA Degree in business or related field.
- F. Two (2) years related experience and/or training preferably with experience in accounting
- G. and payroll; or equivalent combination of education and experience.
- H. Previous school district experience

TO: Board of Directors

AGENDA ITEM: 8.6

DATE: 10/9/23

ITEM: Financial Analysis and Review Budget Approval

SUBMITTED FOR: Action

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**Background and Summary Information:** At request of the board, it was determined to look into a financial review and analysis via a consulting firm. The request was to provide multiple options over a three year period. Staff has contacted and discussed options with a firm and met with both the County and CORE to discuss and plan a potential path forward. Staff has given a framework of options that could potentially change based on the findings of the review. Cost analysis was given at the high end of what the costs could be, and are given for a full year of service, which means many could be prorated. Approval would be for the budget amount, not specifics of the options, as they are more for context.

**Financial/Educational Impact:** Potential operational, financial, and authorizer implications.

**Staff Recommendation:** Staff recommends approval.

**CORE MOU SCOPE (\$39K)**

- I. Educational Services**
  - A. ELL screening, assessment, and instruction oversight
  - B. Curriculum advice and support
  - C. Guidance and assistance with UC a-g course submissions
  - D. Guidance and assistance with student record management
  - E. Guidance and support for necessary updates to student and employee handbooks
  - F. Support any needed updates to charter, school policies, procedures, and required school plan documents (ex. LCAP, Educator Effectiveness)
  - G. Guidance and assistance with accountability and compliance
  - H. Guidance and assistance with all required state and federal reporting
- II. Governance**
  - A. Assist and collaborate with Board and Site Administration
  - B. Assist with board packet development
  - C. Assist in strategic planning for school program improvement and development
- III. Attendance Accounting**
  - A. Assist with California Longitudinal Pupil Achievement Data System (CALPADS) reporting
  - B. Assist with P-1, P2, and Annual attendance reports
  - C. Assist with policies and procedures for student attendance accounting
- IV. Administrative Office**
  - A. Administrative staff support
  - B. Office personnel training
- V. Fiscal Services**
  - A. Budget development, tracking, and reporting
  - B. Bank management
  - C. Grant management
  - D. Accounts payable\*
  - E. Accounts receivable\*
  - F. Audit preparation and support
  - G. Purchasing and invoicing\*
  - H. Liaison to Sutter County Business Department
- VI. Human Resources**
  - A. Payroll support \*
  - B. Insurance support
  - C. Benefits management
  - D. Livescan and Department of Justice services
  - E. Personnel policy support
  - F. Personnel file maintenance
  - G. Legal compliance updates

*Red = Services not needed*

*Blue = Services that could be moved to FTE*

**Ryland Consulting Scope**

- I. Educational Services**
- II. Governance**
- III. Attendance Accounting**
- IV. Administrative Office**
  - A. Training of staff, as requested, in daily processes and utilizing the Escape financial system (ongoing)
- V. Fiscal Services**
  - A. Financial Review (40-60 hours) (\$7,400-\$11,100)
    - 1. Analyze the prior year's budget
    - 2. Analyze prior year's accounting activities
    - 3. Maximize categorical funding
    - 4. Relieve unrestricted general fund costs
  - B. Audit Preparation (30-40 hours) (\$5,550-\$7,400)
    - 1. Assist for the upcoming external audit
    - 2. Assist with all requested information
    - 3. Propose audit adjustments based on analysis
  - C. Budget (40-50 hours) (\$7,400-\$9,250)
    - 1. Revise current year budget to reflect carryover
    - 2. Adjust staffing levels for enrollment
    - 3. Update LCFF funding calculations
    - 4. Maximize categorical dollars for the 1st interim
  - D. Back office (320 hours) (\$56k)
    - 1. preparation of first and second interim budget reports,
    - 2. annual budget development and
    - 3. closing the books
    - 4. required budget transfers and journal entries
    - 5. SACS/ alternative forms
    - 6. multi-year projection
    - 7. narrative document
    - 8. cash flow projections
    - 9. grant reporting
    - 10. authorizer reporting
    - 11. board agenda items
- VI. Human Resources**
  - A. Procedure Review (20-40 hours)(\$3,700-\$7,400)
  - B. (staff and the SCSOS)
    - 1. Procurement
    - 2. Accounts payable
    - 3. Staffing
    - 4. Other business functions for appropriate processes, procedures, and internal controls

		Year 1 (23/24)	Year 2 (24/25)	Year 3 (25/26)
	Option 1 No Change	1. CORE (\$40k) a. Status Quo - Full Scope 2. AeroSTEM a. Status Quo	1. CORE (\$33k) a. Remove governance b. Remove administrative office c. Remove some ed services 2. AeroSTEM a. Add additional items from CORE to current staff	1. CORE (\$33k) a. Remove governance b. Remove administrative office c. Remove some ed services 2. AeroSTEM a. Add additional items from CORE to current staff
O1	Financial	\$40k additional cost to school	\$33k additional cost to school	
O1	Programmatic	Option 1 could <b>pose significant financial and compliance liability for AeroSTEM</b> as the current financial situation would not be addressed in earnest.		
	Option 2 Full Scope, Audit, Training, & CORE Oversight	1. CORE (\$40K) a. Oversight/Reporting/Consulting 2. Ryland a. Full Scope & Audit (\$24k-\$35k) 3. AeroSTEM a. Status Quo	1. CORE (\$33k) a. Remove governance b. Remove administrative office c. Remove some ed services 2. Ryland a. Oversight/Training/Consulting (\$15K) 3. AeroSTEM a. Add additional items from CORE to current staff	1. CORE (\$33k) a. Remove governance b. Remove administrative office c. Remove some ed services 2. Ryland a. Consulting (\$5k) 3. AeroSTEM a. Add additional items from CORE to current staff
O2	Financial	\$63k - \$75K additional cost to school	\$48K additional cost to school	\$38K additional cost to school
O2	Programmatic	Option 2 addresses the audit and sets the school on a path towards compliance. It <b>does not address ongoing financial procedures</b> or added tasks for the school in the long-term.		
	Option 3 full scope analysis and review, Training, Process Development, FTE, & CORE Oversight	1. CORE (\$35k) a. Oversight/Reporting/Consulting 2. Ryland a. Full Scope & Audit (\$24k-\$35k) 3. AeroSTEM a. Business/HR Specialist (\$37k-\$55K)	1. CORE (\$10k) a. Consulting/Reporting 2. Ryland a. Oversight/Reporting/Training (\$10k) 3. AeroSTEM a. Business/HR Specialist (\$37k-\$55K)	1. CORE a. Consulting 2. Ryland (\$5k) a. Consulting 3. AeroSTEM a. Business/HR Specialist (\$37k-\$55K)
O3	Financial	\$96k - \$125K additional cost to school	\$66k - \$85K additional cost to school	\$42k - \$60K additional cost to school
O3	Programmatic	Option 3 <b>addresses the audit and sets the school on a path towards compliance</b> . It also provides a path for long-term sustainability and to bring all services in house after year 3. Year 3 may require to seek out additional training depending on the situation/staffing. <b>County &amp; CORE recommended option</b>		