



Meeting of the Alternatives in Action Board of Directors
Wednesday, April 23, 2019 at 6:30 pm
Alternatives in Action High School, 6221 E. 17th St., Oakland, CA 94621

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

Alternatives in Action (“AIA”) welcomes your participation at AIA Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of AIA in public. Your participation assures us of continuing community interest in AIA. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.” “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes and total time allotted to non-agenda items will not exceed sixteen (16) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
4. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 6212 E. 17th St. Oakland, CA 94621.

In compliance with the Americans with Disabilities Act (ADA) and upon request, Alternatives in Action may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the Executive Director’s office.

Agenda Items	Time	Lead																																																
<p>1. Welcome! Call to Order Meeting was called to order by the Board President at _____.</p>	6:30	Katharine																																																
<p>2. Roll Call</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Present</th> <th style="width: 20%; text-align: center;">Absent</th> </tr> </thead> <tbody> <tr><td>Katharine Earhart</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Crystal Cheng</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Dominic McDonald</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Donna Fletcher</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Beatriz Rojas</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Jay Ryder</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Shady Shahid</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Greta Brownlow</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Tracey Edwards Moore</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Veda Bartlow</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Steve Scheier</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Jared Joiner</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Shelley Yim</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Abigail Edelman</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td>Asia Laigo</td><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> </tbody> </table>		Present	Absent	Katharine Earhart	_____	_____	Crystal Cheng	_____	_____	Dominic McDonald	_____	_____	Donna Fletcher	_____	_____	Beatriz Rojas	_____	_____	Jay Ryder	_____	_____	Shady Shahid	_____	_____	Greta Brownlow	_____	_____	Tracey Edwards Moore	_____	_____	Veda Bartlow	_____	_____	Steve Scheier	_____	_____	Jared Joiner	_____	_____	Shelley Yim	_____	_____	Abigail Edelman	_____	_____	Asia Laigo	_____	_____	6:31	Katharine
	Present	Absent																																																
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<p>3. Communications <i>Oral Communications</i> – Agenda items only: no individual presentation shall be for more than two (2) minutes and the total time for this purpose shall not exceed sixteen (16) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.</p>	6:35	Katharine																																																
<p>4. Consent Calendar (Action) All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The director recommends approval of all consent agenda items.</p> <p>4.1 Approval of the Minutes from the January 29, 2019 Board Meeting (attached) 4.2 Approval of the 2019-20 Board of Directors Meeting Calendar (attached)</p>	6:51	Katharine																																																

<p>5. Alternatives in Action High School Governing Committee (Information/Discussion) 5.1a Approval of Salary Scales (attached) 5.1b AIAHS Instructional Coach Salary Scale (attached) 5.1c AIAHS Project Coach Salary Scale (attached) 5.2 Director’s Report (attached)</p>	<p>6:55</p>	<p>Phung/Logan/ Governing Committee</p>
<p>6. Changes to Vacation Policy (Discussion/Action) 6.1 Memo on resolution to modify employee vacation leave (attached) 6.2 Approval of modification to employee vacation leave (attached)</p>	<p>7:25</p>	<p>Katharine</p>
<p>7. 2019-20 Financial Outlook (Information/Discussion) 7.1 Review draft budget for Alternatives in Action High School 2019-20 (attached) 7.2 Discussion of back office options for AIAHS in 2019-20 (attached) 7.3 Discussion of Seneca contract for SPED services</p>	<p>7:35</p>	<p>Robert/Phung</p>
<p>8. Community Programs Update (Information/Discussion) 8.1 Community Program Directors, Noah Lopes and Amal Aziz, will provide updates around programming at each site and the closeout process.</p>	<p>7:55</p>	<p>Amal/Noah</p>
<p>9. Berkeley Board Fellows Report Out (Information/Discussion) 9.1 Berkeley Board Fellows, Alex D’Agostino and Emily McCaffrey, will report out on the findings of their fellowship project.</p>	<p>8:05</p>	<p>Dominic & Board Fellows</p>
<p>10. Board Development 10.1 Discussion around the nomination of a Board member to the Vice Chair role 10.2 Conversation around the structure of the Alternatives in Action Board of Directors in 2019-20</p>	<p>8:20</p>	<p>Katharine</p>
<p>11. Acknowledgements & Adjourn Meeting</p>	<p>8:35</p>	<p>Katharine</p>

Alternatives in Action Board of Directors
Minutes of the Regular Meeting of the Board of Directors Meeting
January 29, 2019 - 6:30 pm to 8:30 pm
(Alternatives in Action High School, 6221 E. 17th St., Oakland, CA 94621)

Board Members Present: Katharine Earhart, Crystal Cheng, Greta Brownlow, Shelley Yim, Jared Joiner, Asia Laigo, Beatriz Rojas, Shady Shahid, Dominic McDonald, Steve Scheier, Jay Ryder, Donna Fletcher, Abigail Edelman, Veda Bartlow

Board Members Absent: Tracey Moore

Staff Members Present: Lakeisha Luckett, Robert Vidana, Suzanne Tan, Logan Manning, Phung Lai, Ed Flores, Sam Garcia, Caitlyn McNaughton, Ricardo, Lizbeth Gomez

Guests Present: Celina from Seneca

- 1. Welcome! Call to Order; Approval of Agenda (Action/Activity)** Meeting was called to order at 6:38pm

Motion to approve agenda: Beatriz Rojas

Seconded by: Shelley Yim

All in favor: Katharine Earhart, Crystal Cheng, Greta Brownlow, Shelley Yim, Jared Joiner, Asia Laigo, Beatriz Rojas, Shady Shahid, Dominic McDonald, Steve Scheier, Jay Ryder, Donna Fletcher, Abigail Edelman, Veda Bartlow

Opposed: none

Abstentions: none

- 2. Roll Call**

- 3. Communications**

Discussion around potentially closing Alternatives in Action High School.

- 4. Approval of the Consent Calendar**

Motion to approve consent calendar: Crystal Cheng

Seconded by: Dominic McDonald

All in favor: Katharine Earhart, Crystal Cheng, Shelley Yim, Jared Joiner, Asia Laigo, Beatriz Rojas, Dominic McDonald, Steve Scheier, Jay Ryder, Abigail Edelman, Veda Bartlow

Opposed: none

Abstentions: Shady Shahid, Greta Brownlow, Donna Fletcher

- 5. Alternatives in Action High School Update**

- Update and discussion of enrollment and attendance.
- College access events

- Staffing updates
 - Context of teacher shortage for AIA vs the Bay Area both short-term and long-term?
 - How do teachers find out about our school? Likely that it is word of mouth.
- Staff would prefer direct e-mail for communications from the Board.
- WASC visit information.

6. Financial Outlook

Discussion of financial outlook for the organization for the remainder of the school year.

7. Human Capital Update

Discussion of staff who have been let go and the reasons behind them.

8. Consideration of Vacation & Sick Leave Policy

Discussion and review of vacation and sick leave policy.

9. Convene to Closed Session

Board members hold discussion in closed session.

10. Convene to Public Session

- Send a press release about our struggles, but are open for enrollment.
- Release funds for recruitment to update the website.
- Concerned about school structure in regards to who is staying.
- AIAHS will be fine if it is resourced properly.
- What does the executive committee need in order to have everything run properly?
- The Board will restructure itself - collapse Governing Committee with the Board.
- Board will support with WASC.
- Not voting on open close, but on creating a taskforce to reorganize.

Appoint Executive Committee to create a taskforce to restructure the organization.

Aye - Katharine Earhart, Crystal Cheng, Greta Brownlow, Shelley Yim, Jared Joiner, Asia Laigo, Beatriz Rojas, Shady Shahid, Dominic McDonald, Steve Scheier, Donna Fletcher, Abigail Edelman, Veda Bartlow

Nay - none

Abstain - Jay Ryder

Meeting Adjourned at 9:42pm

Board Minutes approved by:

Crystal Cheng, Secretary

Date



Alternatives in Action
WHERE YOUTH CHOOSE TO LEAD

**Alternatives in Action Board of Directors
Meeting Schedule for 2019-20**
(revised 4/19/2019)

Full Board & Governing Committee Meetings Schedule:

**All meetings held at 6221 E 17th Street. Oakland, CA 94621*

Wednesday, August 21, 2019, 6:00 – 7:30 p.m.

Wednesday, November 6, 2019, 6:00 – 7:30 p.m.

Wednesday, January 22, 2020, 6:00 – 7:30 p.m.

Wednesday, April 8, 2020, 6:00 – 7:30 p.m.

Wednesday, May 27, 2020, 6:00 – 7:30 p.m.

Executive Committee Schedule:

**All meetings held at 6221 E 17th Street. Oakland, CA 94621*

Tuesday, August 13, 2019, 6:00 – 7:30 p.m.

Tuesday, October 22, 2019, 6:00 – 7:30 p.m.

Tuesday, January 7, 2020, 6:00 – 7:30 p.m.

Tuesday, March 24, 2020, 6:00 – 7:30p.m.

Tuesday, May 12, 2020, 6:00 – 7:30 p.m.



Alternatives in Action High School
6221 E. 17th St. • Oakland, CA 94621
Phone: (510) 748-4314

Memo

TO: Alternatives in Action Governing Committee
From: Logan Manning
Date: April 19, 2019
Re: Changes to Teacher Salary Schedule

Background:

We made changes to the teacher salary scale to ensure that we are competitive while also considering sustainability for the long term. We increased the base salary for teachers to be slightly above OUSD's base pay. We also restructured the retention incentives to be similar to the steps in a traditional district salary guide. From here on out teachers will get a base salary increase of \$500 each year that they are retained at AIAHS. We also added the 2% COLA into the guide whereas before it was presented as contingent upon enrollment.

For sustainability's sake, we reduced some of the larger bonuses and salary increases. We eliminated the sabbatical incentive.

For returning staff we used their 2018-2019 salary as a baseline and then gave a 2% cola and \$500 step.

Please see the attached guide with notes to see what we used last year and the changes that we made.

Resolution:

The Board of Directors approves the adoption of the updated salary schedule for the 2019-20 school year.



Instructional Coach Salary Guide 2018-2019

Name:

July 23, 2018 - July 31, 2019 (Salary based on 12 month calendar)

SALARY CATEGORY	AMOUNT	#	TOTAL	Notes
Base Salary*	\$ 48,000		\$ 48,000.00	
New Contract Year Retention Increase (Added to salary each year)	\$ 1,000		\$ -	
Cost of Living Adjustment (COLA)**	0%		\$ -	
Years of Academic Coaching (up to 15 years at time of hire)	\$ 1,000		\$ -	
Clear Credential	\$ 5,000		\$ -	
Preliminary Credential	\$ 1,000		\$ -	
Advanced Certification	\$ 2,000		\$ -	
National Boards				
Additional Credential				
Advanced Degree	\$ 1,000		\$ -	
<i>Total Years of Service & Credential</i>			\$ 48,000.00	
<i>Hard To Staff</i>				
Math	\$ 2,500		\$ -	
Science	\$ 2,500		\$ -	
Special Education	\$ 2,500		\$ -	
Spanish	\$ 1,500		\$ -	
<i>Total Hard to Staff</i>			\$ -	
<i>Key Additional Skills</i>				
Significant Project Work with Youth	\$ 500		\$ -	
Youth Development Experience	\$ 500		\$ -	
Significant Experience in a Non-Education Field that adds value to AIA students	\$ 500		\$ -	
Bilingual Spanish	\$ 2,500		\$ -	
<i>Additional Skills Total</i>			\$ -	
TOTAL SALARY			#####	
<u>Bonuses</u>				
Hiring Bonus	\$ 2,000.00			
Retention Bonus (after 3 years)	\$ 1,500.00		\$ -	
Retention Bonus (after 5 years)	\$ 2,000.00		\$ -	
Sabbatical Bonus (after 7 years)	\$ -		\$ -	
Retention Bonus (after 9 years)	\$ 2,500.00		\$ -	
Total Bonuses			\$ -	
<u>Benefits</u>				
Medical			\$ 5,411.52	
Dental			\$ 761.64	
403(b) retirement ***			\$ 1,920.00	
Total Benefits			\$ 8,093.16	
Partner Program Sponsorships				
REACH - Teacher Credentialing Program	\$ -		\$ -	
UC Berkeley Extension - Career Technical Education Credential	\$ -		\$ -	
Other:	\$ -		\$ -	
Total Program Sponsorships			\$ -	
TOTAL COMPENSATION			#####	

* Base Salary is based on your prior years salary - new employees start at the standard Base rate of \$48,000

** COLA increase = Determined yearly based on funding and fiscal year budget

*** Retirement contribution is determined by each fiscal year budget; please see employee handbook for guidelines



Specialized Coach Salary Guide 2019-2020

Name:

July 27, 2019 through May 8, 2020

SALARY CATEGORY	AMOUNT	#
Base Salary*	\$22/hr	
Cost of Living Adjustment (COLA)**	\$ -	
College Credit Incentive	\$ 0.01	
Years of service (up to six years)	\$ 0.50	
<i>Total Base Salary</i>		
 <i>Educational Background</i>		
Associates Degree	\$ 0.50	
Bachelors Degree	\$ 1.00	
Masters Degree	\$ 1.50	
Other Advanced Degrees	\$ 2.00	
<i>Total Education</i>		
 <i>Key Additional Skills</i>		
Youth Development Experience	\$ 1	
Significant Experience in a Non-Education Field that adds value to AIA students	\$ 0.25	
Bilingual Spanish	\$ 2	
<i>Additional Skills Total</i>		

TOTAL SALARY

Benefits

Medical

Dental

Total Benefits

Partner Program Sponsorships

REACH - Teacher Credentialing Program \$ -

UC Berkeley Extension - Career Technical Education Credential \$ -

Other: \$ -

Total Program Sponsorships

TOTAL COMPENSATION

* Base Salary is based on your prior years salary - new employees start at the standard Bas

** COLA increase = Determined yearly based on funding and fiscal year budget

*** Retirement contribution is determined by each fiscal year budget; please see employee

TOTAL	Notes
\$22/hr	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
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#REF!

e rate of \$48,000

handbook for guidelines



**Alternatives in Action High School
 Directors' Report
 April 23, 2019**

Program Updates and Highlights

Enrollment/Recruitment and Attendance

- Enrollment is currently at 181 and ADA for the year is at 172.

	Q1 Enroll't	Q1 ADA	Q1 Chronic Abs.	Q2 Enroll't	Q2 ADA	Q2 Chronic Abs.	Q3 Enroll't	Q3 ADA	Q3 Chronic Abs.
2016-2017	181	157	27%	165	157	22%	169	155	25%
2017-2018	179	171	17.8%	183	168	19.5%	181	168	17.6%
2018-2019	201	177	TBD	198	175	TBD	185	172	TBD

Enrollment Updates

	2017-2018	2018-2019	2019-20 Enrollment to Date 180/165 ADA or 200/180 ADA
Newcomers	21 Newcomers (4 in 9th grade; 14 in 10th grade)	21 Newcomers (7 9 th grade; 9 in 10 th ; 5 in 11 th)	Returning Students Confirmed: 15 Returning Students Pending: 6 Prospective Applicants: 4
9th Grade	33 in 9th grade Hum 4 newcomers	31 in 9 th grade Hum 7 newcomers	Prospective Applicants: 123 Spaces offered: 30/50 Confirmed: 17 Waitlisted: 30
10th Grade	44 in 10th Grade Hum 14 newcomers	58 in 10 th grade Hum 9 newcomers	Spaces offered: 50 Returning Students Confirmed: 33 Returning Students Pending: 2 New Students Confirmed: 3 Prospective Applicants: 10
11th Grade	46 in 11th grade 3 newcomers	45 in 11 th grade Hum 5 newcomers	Spaces offered: 50 Returning Students Confirmed: 47 Returning Students Pending: 2

			New Students Confirmed: 1 Prospective Applicants: 4
12th Grade	34 in 12th grade	47 in 12 th grade Hum	Spaces offered: 50 Returning Students Confirmed 39 Returning Students Pending: 1 New Students Confirmed: 1 Prospective Applicants: 2
TOTAL	179	181	141 (to date)

Staffing and Schedule

Staffing Updates

We have extended offers to all teaching staff for the 19-20 school year.

We are still looking for a credentialed math teacher.

Of the teaching staff, Glam Spencer will not be returning for the 19-20 school year. From admin, Logan Manning will not be returning for the 19-20 school year.

We are exploring options for providing extended day for our youth given that the Seminary Community Programs will close May 31, 2019.

Blended Learning

We will not be renewing our contract with Edmentum for blended learning for the 19-20 school year as it was not successful in meeting students learning needs.

Facilities

As of June 3, we will be vacating the portable across the street from the main building. We have adjusted the master schedule accordingly and will be holding all classes in the main building. We will need an update on the ECEC space as it will impact the plans for admin office space.



Alternatives in Action

WHERE YOUTH CHOOSE TO LEAD

MEMORANDUM

To: Board of Directors of Alternatives in Action

From: Katharine Earhart

Date: 4/24/2019

Re: Resolution to Update the 2018-19 Personnel Manual – Vacation Policy

Background:

The vacation policy that was created by the previous executive leadership was generous with some staff being able to accrue up to 20 working days of vacation. This has created two dilemmas facing the organization as we are closing out parts of the organization; first, it is unrealistic for some staff to take all of their vacation ~~time~~ due to the amount of time left in the school year, and second, the organization's vacation liability was never reflected in our balance sheet or given any other fiscal consideration. These two realities have placed the organization in a bind regarding how to reduce our fiscal liability in regards to vacation and our ability to require staff to utilize all of their vacation.

At present, our vacation liability is approximately \$~~59,000,000~~, which is a decrease from roughly \$80,000 in January when we first learned of ~~this~~ issue. From a cash flow perspective, it will be difficult to pay everyone out for their vacation at the end of the school year.

Resultantly, we are asking the Board of Directors to approve [a Resolution amending the ~~an update to the personnel manual regarding our~~ vacation policy](#) in order to mitigate the financial liability that the organization currently holds. We are recommending to mandate that supervisors work with their staff in ensuring that each person takes at minimum 40 hours of vacation time ~~for full-time staff and 20 hours of vacation time for part-time staff~~ (or all of their vacation if they do not have ~~at least 40 enough vacation~~ hours accrued) and we are recommending to impose a moratorium on vacation accrual for the remainder of the current fiscal year effective May 1, 2019. Both of these policy changes will have a significant benefit to Alternatives in Action's financial standing, especially as we approach the summer.

[Recommendations:](#)

[This Resolution is recommended for approval by Board President Katharine Earhart, ~~and Associate Executive Director Robert Vidana.~~](#)

[Resolution:](#)

~~The Board of Directors of Alternatives in Action approves the change toward the vacation policy in the personnel manual by mandating staff to take at least 40 hours of vacation time before their last day of employment during the current fiscal year and to place a moratorium on vacation accrual for the remainder of the fiscal year.~~

ALTERNATIVES IN ACTION
BOARD RESOLUTION

AIA Employee Vacation Leave

The Alternatives in Action (“AIA”) governing Board of Directors (“Board”) has taken into consideration the following facts:

WHEREAS, AIA provided a generous vacation leave package allowing certain employees to accrue substantial banks of unused leave and exchange or “cash out” leave in exchange for money;

WHEREAS, this practice has created a substantial financial liability for the School, including a financial obligation of approximately \$59,000 in accrued, unused and unpaid vacation leave;

WHEREAS, AIA will be releasing a number of employees based on a financial hardship which prompted the closure of several AIA programs; and

WHEREAS, when these employees are released, the accrued, unused vacation leave would become due and owing to employees, the expensive of which would cause an additional catastrophic financial hardship that may jeopardize the viability of the remaining AIA programs and AIA’s ability to meet its payroll obligations;

THEREFORE, to avoid a direct threat to AIA’s programs and payment of employee payroll, the Board hereby resolves to suspend the accrual of vacation time for all employees, effective May 1, 2019. Accordingly, no employee shall accrue vacation leave after that date until further resolved by the Board;

THEREFORE; the Board further resolves to require employees to use all accrued vacation leave or forty (40) hours of vacation leave for full-time employees and twenty (20) hours of vacation leave for part-time employees, whichever is less, prior to the last day of employment or June 30th. Employees who fail to comply with this directive may be subject to discipline, up to and including dismissal; and

THEREFORE; the Vacation Leave policy contained in the AIA Employee Handbook is suspended until further resolved by the Board.

IN WITNESS WHEREOF, the Board has adopted the above resolution by the following vote at a regular Board meeting this 24th day of April, 2019.

Ayes:

Nos:

Abstentions:

By: _____

Katharine Earhart, Board President

AIAHS Monthly Budget: 2019-20

	July	August
State & District Income		
8560/8561 - OSR - Lottery		
StateRevSE - AUSD SpEd		
8011 - Local Control Funding Formula (LCFF)		
8012 - Education Protection Act (EPA)		
8096 - In Lieu Property Tax		
8290 - Title I		
8290 - Title II		
8290 - Title III		
8550 - Mandate Block Grant		
Prop 98 Nutrition Program		
8590F - SB 740		
8590 - Classified Employee Professional Development Block Grant Program		
8590D - School Lunch Program		
<i>Total State and District Income</i>		
 Transfers		
High School to EdTec	\$ 12,500	\$ 12,500
High School to Seminary Programs		
<i>Total Transfers Out</i>		
 Administrative Costs		
5801 Consulting - Accounting		
5815 Consulting - Technology/Facilities		
5809 Consulting - Fund Development		
5804 Consulting - Marketing/PR		
5808 Consulting - Legal		
5814 Consulting - Strategic Initiatives		
5811-5813 Consulting - Reflection/Staff Development		
5400 Liability / Board Insurance		
3601 Worker's Compensation		
5509 Postage & Delivery		
5510 Printing / Reproduction		
5508 Office Supplies		
5501 Bank Service Charges		
5201 Staff Development/Conferences/Trainings		
5202-5203 Travel / Mileage		
5300 Dues & Subscriptions		
5513 Advertising		
 7438-7439 Debt Service (loan principal & interest)		

4700 Food
4700 Water
3901 Other benefits (Rewards & Recognition)
5507 Misc. (Contingency & Other)
Total Administrative Costs

Facility Costs

5600 Equipment Rental
5606 Rent
5603 Janitorial Supplies and Services
5605/5608 Utilities & Refuse

5601 Computer Repairs and Replacements
5602 Facility Repairs / Maintenance
5602a Capital Commitments
5607 Security
5901-5903 Phone/Email/Web
Total Facility Costs

Program Costs

5810 Consulting - Program
5815 Consulting - Technology
5816 Consulting - EdTec
5805 Consulting - Other Professional Development
(Staff)

5812 Consulting - Special Education (Restricted)
5502 Fees (incl memberships)
5513 Advertising / Recruitment
4700 Food
5806 Intern Stipend
4300 Supplies
5510 Reproduction and printing
4200 Books & Other Reference Materials
4600 E-Team Program
4500 Parent Program (Restricted)
5202-5203 Travel / Mileage
5606 Events (rental & supplies)
7221 Other Outgoing transfers to other LEA's
Total Program Costs

Payroll Costs

Wages and Salary
3301/3501 Payroll Taxes
3401/3402 Health Insurance
3751 Retirement Match
Total Payroll Costs

Total Expenses

Remaining Balance

Year-End Balance

Actual Year-End Balance

ADA: 165

September	October	Totals	
		\$40,000	Figure out timing of payments
		\$97,569	Update when 19-20 rate is available
		\$1,417,144	
		\$275,000	Update when 19-20 rate is available
		\$444,000	Update when 19-20 rate is available
		\$57,000	
		\$3,500	
		\$9,500	
		\$7,462.95	Update when 19-20 rate is available
\$250	\$250	\$2,500	
		\$35,000	Must apply in Spring 2020
		\$826	?
\$3,500	\$3,500	\$35,000	
		\$2,424,503	*Include grant that I w
\$ 12,500	\$ 12,500	\$150,000	
		\$150,000	
		5000	Audit
		\$10,000	
		\$21,000	
		\$20,000	
		\$1,500	
		\$2,000	
		1000	
		18000	Includes field trip
		2500	
		2500	
		6000	Loan, not line of credit. Will be paid of

1000

\$1,000 * Year-end celebration

120000

\$211,500

\$72,000

\$40,000

\$25,000 Refuse, East Bay MUD, PG&E

\$1,000

\$20,000

\$0

\$6,000 Pacific Sanitation & Bay Alarm

\$25,000 * Comcast / AT&T / Cell Phone Reimbu

\$189,000

\$12,000 Subs & figure out time off policy

\$5,000 Data/Compliance & charter renewal st

2000

\$250,000 *Seneca We only ge

\$40,000 Includes \$15k for AUSD fee

\$3,000 1500 student recruitment / 1500 job p

\$40,000 *Revolution Foods

\$9,000 * \$450/student for each semester @ 1

\$12,000 Includes SEL

\$6,000

\$75,000

\$0

\$3,000

\$0 Included above

\$25,000 POLs, Graduation, BASE Day, Career Fa

\$482,000

\$1,032,500

rote for 19-20

f by November.

ursement

upport

t 95k - is this necessary? Currently at 144k

ostings

.0 students

air, Orientation, Portfolio Night, Community-wide, senior breakfast, retreat

AIAHS Monthly Budget: 2019-20

	2019-20 Projected Budget (165 ADA)	2018-19 Budget to Actuals (as of 4/18/19)	2018-19 Budget (172 ADA created in 8/2018)	Notes
State & District Income				
8011 - Local Control Funding Formula (LCFF)	\$1,417,144.30	\$867,579.00	\$1,500,948.00	
8012 - Education Protection Act (EPA)	\$275,000.00	\$309,640.00	\$260,159.40	
8096 - In Lieu Property Tax	\$444,000.00	\$556,699.74	\$489,978.00	
8290 - Title I	\$57,000.00	\$0.00	\$62,300.00	
8290 - Title II	\$3,500.00	\$0.00	\$4,660.00	
8290 - Title III	\$9,500.00	\$0.00	\$0.00	
8550 - Mandate Block Grant	\$7,462.95	\$7,596.00	\$8,127.00	
8560/8561 - OSR - Lottery	\$40,000.00	\$28,220.44	\$34,920.00	
8590 - Classified Employee Professional Development Block Grant Program	\$826.00	\$826.00	\$0.00	
8590C - Prop 98 Nutrition Program	\$2,500.00	\$1,701.42	\$0.00	
8590D - School Lunch Program	\$35,000.00	\$20,796.36	\$55,000.00	
8590F - SB 740	\$50,400.00	\$76,120.92	\$106,675.50	
ESSA	\$126,211.00	\$0.00	\$0.00	2019-20 funding only
StateRevSE - AUSD SpEd	\$97,569.45	\$74,565.61	\$109,260.00	
<i>Total State and District Income</i>	<i>\$2,566,113.70</i>	<i>\$1,943,745.49</i>	<i>\$2,632,027.90</i>	
Costs				
3601 Worker's Compensation	\$20,000.00	\$0.00	\$0.00	Admin paid \$27,000 for 2018-19
3901 Other benefits (Rewards & Recognition)	\$3,000.00	\$2,000.00	\$2,000.00	2019-20: 1k for Staff year-end celebration / 1k for student awards / 500 for enrollment campaign / 500 for staff incentives
4200 Books & Other Reference Materials	\$75,000.00	\$70,119.39	\$92,350.00	
4300 Supplies	\$15,000.00	\$10,862.58	\$12,000.00	Classroom Supplies
4500 Parent Program	\$3,000.00	\$845.93	\$2,500.00	
4600 E-Team Program	\$2,000.00	\$0.00	\$0.00	For Youth Leadership Council in 2019-20
4700 Food	\$2,000.00	\$886.38	\$5,000.00	1k for board / 1k for other
4700A Food (Restricted)	\$43,500.00	\$33,612.69	\$60,000.00	2019-20: \$37.5k for food program / \$6k for sfw
5201 Staff Development/Conferences/Trainings	\$35,000.00	\$16,260.00	\$0.00	2019-20: 15k for student retreat / 5k for CCSA / 10k for individual staff PD / 5k for staff retreat
5202-5203 Travel / Mileage	\$2,500.00	\$2,503.18	\$17,416.00	
5300 Dues & Subscriptions	\$0.00	\$8,788.93	\$0.00	
5400 Liability / Board Insurance	\$21,000.00	\$0.00	\$0.00	Admin paid \$23,000 for 2018-19

5501 Bank Service Charges	\$500.00	\$0.00	\$0.00	Admin paid \$794 for 2018-19
5502 Fees (incl memberships)	\$40,000.00	\$23,948.80	\$22,500.00	2019-20: Includes \$18k for AUSD fee, NWEA, PowerSchool, CCSA, CSDC. Will combine with line 5300
5507 Misc. (Contingency & Other)	\$178,550.00	\$500.00	\$0.00	2019-20: 7% contingency
5508 Office Supplies	\$3,000.00	\$0.00	\$0.00	Admin paid \$7,500 for office supplies in 2018-19
5509 Postage & Delivery	\$1,500.00	\$28.70	\$0.00	
5510 Printing / Reproduction	\$10,000.00	\$5,708.96	\$6,300.00	2019-20: 3k for admin / 7k for program - includes copier
5513 Advertising / Recruitment	\$3,000.00	\$225.00	\$3,000.00	1500 student recruitment / 1500 job postings
5600 Equipment Rental	\$0.00	\$0.00	\$0.00	
5601 Computer Repairs and Replacements	\$1,000.00	\$0.00	\$5,000.00	
5602 Facility Repairs / Maintenance	\$20,000.00	\$49,291.36	\$23,300.00	2018-19: White boards, wiring, Portable repairs, electric, sprinkler repair
5602a Capital Commitments	\$0.00	\$67,813.70	\$115,000.00	2018-19: Sun Solar, Portable construction, architects
5603 Janitorial Supplies and Services	\$40,000.00	\$29,626.41	\$46,399.96	
5605/5608 Utilities & Refuse	\$25,000.00	\$18,254.57	\$27,900.00	Refuse, East Bay MUD, PG&E
5606 Rent	\$72,000.00	\$85,204.12	\$103,485.60	Portable rent
5606 Events (rental & supplies)	\$25,000.00	\$0.00	\$1,500.00	2019-20: POLs, Graduation, BASE Day, Career Fair, Orientation, Portfolio Night, Community-wide, senior breakfast, retreat
5607 Security	\$6,000.00	\$3,610.11	\$5,700.00	Pacific Sanitation & Bay Alarm
5801 Consulting - Accounting	\$10,000.00	\$0.00	\$0.00	Admin has paid \$16,750 for audit in 2018-19
5804 Consulting - Marketing/PR	\$2,000.00	\$0.00	\$0.00	2019-20: Narce (alum) will make AIAHS video for recruitment
5805 Consulting - Other Professional Development	\$0.00	\$0.00	\$5,000.00	
5806 Intern Stipend	\$9,000.00	\$3,255.00	\$6,080.00	\$450/student for each semester @ 10 students
5808 Consulting - Legal	\$10,000.00	\$2,261.00	\$0.00	
5809 Consulting - Fund Development	\$10,000.00	\$0.00	\$0.00	
5810 Consulting - Program	\$41,000.00	\$8,684.50	\$22,000.00	2019-20: 12k for subs / 25k for hr outsource / 4k for admin coaching
5811-5813 Consulting - Reflection/Staff Development	\$2,000.00	\$575.00	\$0.00	
5812 Consulting - Special Education (Restricted)	\$320,000.00	\$143,650.65	\$189,000.00	*Seneca

5814 Consulting - Strategic Initiatives	\$10,000.00	\$0.00	\$0.00	2019-20: Support with charter renewal
5815 Consulting - Technology/Facilities	\$2,000.00	\$9,745.36	\$2,500.00	2018-19: 7k for wiring
5816 Consulting - EdTec	\$126,000.00	\$3,300.00	\$10,500.00	2019-20: 121k for full suite of services AND 5k for Data/Compliance & charter renewal support
5901-5903 Phone/Email/Web	\$15,000.00	\$9,988.46	\$5,200.00	* Comcast / AT&T / Cell Phone Reimbursement
7438-7439 Debt Service (loan principal & interest)	\$21,000.00	\$12,918.42	\$25,000.00	2019-20: 6k for loan (will be paid off in November) / 15k for line of credit interest
Total Costs	\$1,225,550.00	\$624,469.20	\$816,631.56	
Payroll Costs				
Wages and Salary	\$1,005,000.00	\$625,144.25	\$1,099,550.64	
3301/3501 Payroll Taxes				
3401/3402 Health Insurance	\$100,500.00	\$141,370.07	\$204,478.88	Includes health insurance and payroll taxes
3751 Retirement Match	\$20,100.00	\$5,998.00	\$43,490.03	2019-20: 2% Match
Total Payroll Costs	\$1,125,600.00	\$772,512.32	\$1,347,519.55	
Transfers				
AIAHS Transfer to Admin Office	\$0.00	\$518,000.00	\$682,431.43	
Setaside for Line of Credit	\$75,000.00	\$0.00	\$0.00	
Setaside for Old Payables	\$90,000.00	\$0.00	\$0.00	
Total Transfer Costs	\$165,000.00	\$518,000.00	\$682,431.43	
Total Expenses	\$2,516,150.00	\$1,914,981.52	\$2,846,582.54	
Remaining Balance	\$49,963.70	\$28,763.97	(\$214,554.64)	