

Board Office Use: Legislative File Info.	
File ID Number	23-2737
Introduction Date	12/7/2023
Enactment Number	
Enactment Date	



Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Jenine Lindsey, Interim General Counsel
Kelly Krag-Arnold, Director, Office of Charter Schools

Meeting Date February 22, 2024

Subject American Indian Public Charter School II (AIPCS II) Corrective Action Plan Update and Discussion

Ask of the Board Review and discuss the first quarterly update to the Corrective Action Plan submitted by American Indian Public Charter School II (“AIPCS II”)

Background On September 27, 2023, the OUSD Board of Education adopted Resolution No. 2324-0063 Report and Notice Regarding American Indian Public Charter School II Pursuant to Education Code Section 47607(e). The Investigation Report and Notice, issued as an attachment to Resolution No. 2324-0063, concluded that there is strong evidence to support the following findings:

- AIPCS II is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial governance factors, and
- AIPCS II is not serving all pupils who wish to attend.

The notice additionally provides AIPCS II an opportunity to cure or remedy the violations set forth by the notice. Therefore, pursuant to the directives in the notice and to Education Code Section 47607(e), AIPCS II exercised its option to develop a corrective action plan ("CAP") which was submitted to OUSD on November 15, 2023. OUSD will determine whether AIPCS II has cured the violations and will include this information as part of the report and analysis of AIPCS II should the Charter School seek a renewal of its petition in Fall 2024. In the notice, OUSD provided a list of non-exhaustive considerations for the District's evaluation of whether the violations have been cured/remedied. The OUSD Charter Committee reviewed the CAP developed by AIPCS II at the December 7, 2023 Meeting.

In addition to suggesting the submission of a CAP, the notice also provides a suggested timeline for AIPCS II to provide quarterly updates to OUSD on the implementation of the CAP. The first quarterly update was on February 1, 2024. AIPCS II submitted a progress update which is attached.

Discussion The OUSD Charter Committee members have the opportunity to review and discuss the first quarterly update to the CAP, submitted by AIPCS II and attached to this Memo.

Fiscal Impact None

Attachment(s)

- Presentation
- AIPCS II November 15, 2023 CAP Update
- AIPCS II February 1, 2024 CAP Update

PRESENTATION

American Indian Public Charter School II Corrective Action Plan Update

*OUSD Office of Charter Schools
Charter Matters Committee
February 22, 2024*



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Goals for Today

- OCS Staff will review the background that led to the 47607(e) Notice that the OUSD Board sent to American Indian Public Charter School II (AIPCS II) in September 2023 and the resulting Corrective Action Plan (CAP) submitted to OUSD by AIMS in November 2023.
- OUSD Charter Committee members will review and discuss the February CAP Update submitted by AIMS on February 1, 2024.

Education Code § 47607(e): Notice

On September 27, 2023, the OUSD Board of Education adopted Resolution No. 2324-0063, providing AIPCS II notice, per Education Code §47607(e), and a reasonable opportunity to cure the following findings:

- 1 AIPCS II is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial governance factors.
- 2 AIPCS II is not serving all pupils who wish to attend

For a full copy of the Notice, please consult the Board Agenda from the September 27th Board Meeting at OUSD Legistar (File number 230100).

1 Governance Concerns

Evidence that supported Finding 1 included, but was not limited to, the following:

- Alleged violations of employment law and other concerns regarding pay, compensation, lunch breaks, prep time, etc.
- The dissolution of the AIMS Human Resources department
- Non-compliant Uniform Complaint Procedures and no formal record keeping system to document formal or informal complaints
- Allegations of retaliation
- Allegations of a pervasively hostile work environment
- Inadequate and non-compliant safety procedures
- High teacher turnover rates, excessive vacancies, teacher credentialing concerns

For a full copy of the Notice, please consult the Board Agenda from the September 27th Board Meeting at OUSD Legistar (File number 230100).



2

Not serving all student who wish to attend

Evidence that supported Finding 2 included, but was not limited to, the following:

- Significantly low enrollment rates of students with disabilities
- Failures of Child Find and other IDEA provisions
- Allegations of disenrollment of students with disabilities or students with behavioral concerns
- Allegations of targeted recruiting outside of the typical Oakland Enrolls time line

For a full copy of the Notice, please consult the Board Agenda from the September 27th Board Meeting at OUSD Legistar.

Education Code § 47607(e): Opportunity to Remedy

Although only 30 days is required, OUSD is giving AIPCS II a full year to remedy the outlined concerns prior to their anticipated request for renewal in Fall 2024, at which point the OUSD Board will decide whether AIPCS II has fully remedied all concerns. The timeline recommended in the notice is as follows:

Deadline	Step	Status
October 15, 2023	AIPCS II Board to receive Notice, acknowledge need for improvement, state intentions to remedy concerns, and make clear no retaliation against named employees will occur.	Complete
November 15, 2023	AIPCS II Board shall provide OUSD with a Corrective Action Plan (“CAP”)	Complete
November 16, 2023	AIPCS II shall begin implementation of the CAP	Complete
February 1, 2024	AIPCS II shall provide OUSD with a written update on the CAP through 12/31/23	Complete
May 1, 2024	AIPCS II shall provide OUSD with a written update on the CAP through 3/31/24	TBD
August 1, 2024	AIPCS II shall provide OUSD with a written update on the CAP through 6/30/24	TBD
After August 1, 2024	AIPCS II shall, at its discretion, provide OUSD with any additional written updates on the CAP	TBD

CAP and Next Steps

- The AIPCS II Board President and Superintendent chose to submit a CAP to OUSD on November 15, 2023. Charter Committee members discussed the CAP at the December 7, 2023 Charter Committee meeting (File number 23-2737).
- The OUSD Board will determine whether the corrective action proposed by AIPCS II has been successful or viable at the time of renewal.
- AIPCS II chose to provide OUSD with an update on the progress of the CAP, submitted on February 1, 2024. The update is included in full as an attachment.
 - Committee members may review and discuss the document submitted by AIPCS II.

**AIPCS II November 15,
2023 CAP Update**



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

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November 14, 2023

Via Email

kelly.kragarnold@ousd.org

Kelly Krag-Arnold, Director
Office of Charter Schools
Oakland Unified School District
1011 Union Street
Oakland, CA 94607

RE: AIPCS II / AIMS Corrective Action Plan - Response to OUSD Report and Notice Dated September 27, 2023

Dear Director Krag-Arnold:

American Indian Model Schools (“AIMS”) is in receipt of a Report and Notice Regarding American Indian Public Charter School II Pursuant to Education Code Section 47607(e) (“Notice”) from Oakland Unified School District (“OUSD” or the “District”), dated September 27, 2023. The Notice purports to be a notice of substantial governance factors and not serving all students who wish to attend American Indian Public Charter School II (“AIPCS II” or the “Charter School”), consistent with Education Code Section¹ 47607(d). AIMS writes in response² to the Notice, specifically to provide its corrective action plan (“CAP”) by the District-mandated deadline.

The AIMS CAP is a thorough, meticulous, and comprehensive response to the allegations in OUSD’s Notice. AIMS is a learning organization, one that operates transparently, and we welcome the opportunity to improve practices before seeking renewal of the AIPCS II

¹ All statutory citations herein are to the Education Code, unless otherwise indicated.

² For purposes of its response, in many instances, AIMS has extrapolated the District’s concern to be network-wide, i.e., also alleged against AIMS College Prep Middle School and AIMS High School, and has responded accordingly.

charter during the next fiscal year. We are proud to have gathered an accomplished CAP team, which is committed to working in partnership with the AIMS Board to resolve any remaining concerns.

AIPCS II is a High-Performing Charter School

Prior to the COVID-19 pandemic, AIPCS II was designated as “high-performing” by the California Department of Education, relative to its charter renewal tier. AIPCS II earned this distinction because its historically underperforming student subgroups outperformed the same subgroups at the state level. AIMS has a remarkable track record of success, which spans over 27 years, during which we continue to secure admission for 100% of seniors into college, including all students with individualized education programs (“IEP”). These awards and successes alone demonstrate our capacity as a strong and sustainable organization.

- 2021: California Honor School
- 2022: California Pivotal Practice Award
- 2023: Distinguished School Award
- 2023: GapBuster School

Our commitment to serving students has always been paramount and, as a matter of law, remains untarnished. The CAP documents steps AIMS will take to cure or remedy the alleged violations specifically set forth on pages 28 and 29 in the District’s Notice.

Allegations of Substantial Governance Factors

AIMS Board of Directors and leadership are dedicated to developing the leadership skills, qualities, strategies and techniques to become a high-functioning team and advocate for all students. As part of this effort, members are attending educational opportunities and increasing the awareness of and compliance with a variety of governance factors which are discussed in the table below and the following reports which will be submitted to OUSD.

Allegations of Not Serving All Students Who Wish to Attend

AIMS encourages decision making through an equity lens to effectively respond to the diverse needs of students so that all students have access to a broad, rigorous and equitable course of study.

Several details of our corrective action plan are still developing. We intend to update or substantially change these plans based on our initial findings from first evidence-based progress monitoring. AIMS CAP is consolidated into the following table which may be followed by specific reports organized by topic.

OUSD Considerations	AIMS Corrective Action	Start Date and Person(s) Responsible	Evidence-based Progress Monitoring* (Feb. 1, 2024)	Evidence-based Progress Monitoring** (May. 1, 2024)	Evidence-based Progress Monitoring*** (Aug. 1, 2024)
1) AIPCS II Governing Board formally acknowledges these violations	Acknowledge concern, violation and commit to corrective action. Board members shall identify resources for school board members, including consultants, conferences, and/or contracting with organizations specializing in training for school board members, to assist in conducting a comprehensive review and revisions, as appropriate, of processes, procedures, and protocols to strengthen governance oversight and practices.	10/15/2023 Governing Board oversight ongoing			
2) AIPCS II Governing Board adopts a Comprehensive School Safety Plan and whether that School Safety Plan incorporates meaningful community input from first responders, staff, and family members	Assigned to Director of Health & School Support Services Director of Schools to establish a dedicated Safety and Preparedness Team, including the AIMS Facilities Coordinator (Team Leader), Director of Schools, school site administrators, teachers, family members, first responders, and student representatives selected from student government leaders to develop comprehensive school safety plans for each school. All plans will be approved by the AIPCS II Governing Board and shall include staff training, monthly drills, off-site evacuation, and internal and external communication protocols. AIPCS II shall work closely with local authorities to conduct periodic safety inspections and to ensure that they have ready access to all updated plans in a timely manner.	11/16/23 Supt. Ombudsman Governing Board Oversight Shall be monthly until completed. Quarterly thereafter			
3) AIPCS II leadership responds to,	The AIPCS II UCP Process, forms and	11/16/2023			

<p>tracks, and reports complaints to the AIPCS II Governing Board and to OUSD</p>	<p>reporting shall be overhauled and all staff retrained. UCP information will be posted on the main website, at all school sites, and at AIPCS II main office. AIPCS II will adopt a district-wide systems approach that includes tracking, time/date stamp, automated push notification, clear investigation steps, identifying the person(s) responsible, etc. UCP shall also include a communication plan for responding and following through with the complainant, reporting to AIPCS II Governing Board, and to OUSD in a timely manner. All staff shall participate in mandated training yearly that addresses state and federal laws and regulations governing UCP, including unlawful discriminatory harassment and intimidation, reporting guidelines, process, standards for reaching decisions, and appropriate corrective measures.</p>	<p>Supt. Ombudsman Governing Board oversight shall be monthly until new systems, procedures and processes are completed. Three times per year thereafter</p>			
<p>4) AIPCS II Governing Board monitors complaints</p>	<p>AIPCS II Governing Board shall identify monitoring complaints as a goal area for the Superintendent. Information regarding new complaints (including type) and complaint resolution shall be reported to the Board by the Superintendent monthly.</p>	<p>09/27/2023 Governing Board monitoring and oversight - monthly</p>			
<p>5) Type and volume of complaints regarding AIPCS II</p>	<p>AIPCS II Governing Board shall identify monitoring complaints as a goal area for the Superintendent. Superintendent, or designee, shall utilize a digital system to track type and volume. AIPCS II shall communicate with OUSD regarding the timeline for resolution and corrective actions for any/all complaints submitted directly to them and reported to AIPCS II. Cumulative Information (year-to-date)</p>	<p>11/16/23 Governing Board monitoring and oversight - quarterly</p>			

	regarding type and volume of complaints, complaint resolution vs. open complaints, and corrective actions shall be reported to the Board by the Superintendent at least quarterly.				
6) AIPCS II leadership implements its latest HR system and how the AIPCS II Governing Board monitors this implementation	Provide a demonstration of the HR system and its capabilities with the vendor and the AIPCS II Governing Board and OUSD personnel to promote a deeper understanding of the systems capabilities, and/or limitations, as well as providing an opportunity to clarify any questions and inspect processes and controls. The demonstration shall also clarify the role and responsibilities of AIPCS II to ensure that implementation and utilization of the system is seamless and meets all state and federal employment and labor laws. AIPCS II Governing Board shall also explore the need to hire/designate a staff member to serve as the HR Specialist to respond to any questions, support staff, and represent AIPCS II in matters related to HR, i.e., fair labor practices, equitable hiring practices and compliant interview questions and process, employee wages, employee benefits, monitoring credentialing, and confidentiality and protection of employee information, etc.	January 2024 Supt. Ombudsman Governing Board monitoring and oversight - quarterly			
6) AIPCS II Governing Board examines the need for a change in AIPCS II leadership	AIPCS II Governing Board shall conduct an annual superintendent evaluation, with a mid-year progress report to identify and communicate any areas of concern where additional resources or support may be needed or if performance is not meeting Board expectations, per contract. New goals will be established that align with current priorities and actions identified in	January 2024 Governing Board monitoring - ongoing			

	the CAP, with a continued emphasis on prioritizing exemplary student experiences and academic outcomes. The Governing Board shall assign an executive coach, management support, or leadership training at their discretion.				
7) Credentialing information and vacancies for every class at AIPCS II for the 2023-24 school year	AIPCS II Governing Board shall be provided a comprehensive staff report that identifies the number of positions occupied by fully credentialed staff, open positions, misassignments, provisional internship permits (PIPs), short-term staff permits (STSPs), waivers, and vacancies. This information shall be tracked and reported to the governing board monthly and shall include information on how any misassignments and vacancies are being addressed, as well as teacher recruitment and retention efforts. AIPCS II will verify and adhere to current regulations, policy and procedures for reporting credentialing information in a timely manner to meet state compliance requirements.	October 2023 Supt. Ombudsman Governing Board monitoring - monthly			
8) The results of a nationally recognized Culture and Climate survey distributed to all staff and a memo outlining AIPCS II's takeaways and action steps moving forward	AIPCS II shall identify and utilize reliable culture and climate survey tools for staff, students, and family to measure and provide input on school culture and climate perceptions for each group. The data will be disaggregated for each school and will provide valuable feedback to inform improvement efforts. The survey results shall be reported to the AIPCS II governing board and executive leadership shall identify targeted actions and steps to promote improvement. AIPCS Governing Board members may also utilize survey information to conduct strategic listening forums to gather additional information	January 2023 Supt. Ombudsman Governing Board monitoring - Three times per year			

	regarding resources and support that may be valuable.				
9) AIPCS II leadership develops and implements a meaningful plan to serve all students who wish to attend, particularly students with disabilities	Increase advertising and marketing to lower income or otherwise historically underserved student populations and/or communities. Utilize a lottery system to ensure equitable access and support to all students that wish to attend. Incorporate language and visuals in all marketing materials and information on the website that reflects a diverse population of students and provides detailed information on specific supports and services that may need to be provided to satisfy IEP goals, or other specialized services for student success. Clearly communicate and train all staff, especially those in charge of student enrollment and registration, on regulations and expectations when providing registration information, additionally, make sure that they are fully aware that support and services are available for students with disabilities.	January 2024 Supt. Ombudsman Governing Board monitoring monthly during open enrollment and registration			
10) AIPCS II is complying with the requirements of IDEA, including its Child Find obligations, and is appropriately serving all students with disabilities according to their IEPs. The means by which AIPCS II is attempting to achieve a balance of special education pupils that is reflective of the general population residing in the area, pursuant to Education Code 47605.6 (b)(5)(iii)(H).	AIPCS II Governing Board and Executive Leadership desire to support and serve all students. With that said, we recognize that Child Find for IDEA requires public agencies to implement policies and procedures ensuring that all children with disabilities, who need special education and related services are identified, located, and evaluated, regardless of the severity of the disability. AIPCS II shall evaluate current policies, practices, procedures and data as it pertains to our Child Find protocols and serving students with disabilities in general, and ensure that we have a clear process in place and that it is	11/16/23 Supt. Ombudsman Governing Board monitoring - monthly			

	<p>being implemented appropriately. We shall consult with El Dorado SELPA and other reliable sources to determine what action steps should be taken to ensure full compliance with all IDEA requirements.</p> <p>Target advertising and marketing to historically underserved student populations and/or communities and train staff on how to appropriately communicate with families inquiring about special education services.</p>				
<p>11) Demographics of the students to enroll in AIPCS II, particularly during the school year and outside of the annual enrollment process</p>	<p>AIPCS II shall collect and evaluate student demographic data starting with the beginning of the school year and continuing monthly to monitor demographic information for the registration period, and throughout the year. The data analysis will provide information to inform student recruitment and marketing and communication efforts. We will also be able to identify any patterns or trends that we might need to respond to improve school/program advertising and marketing, the enrollment process, and ensure equitable access to forms and support in completing registration. The data analysis may also assist us in identifying any barriers that may exist for families interested in enrolling, i.e., language barriers or transportation.</p>	<p>11/16/23 Supt. Ombudsman Governing Board monitoring - quarterly</p>			

*NOTE: Evidence-based progress monitoring shall provide information on specific actions, quantitative data, dates, reports, participation, outcomes/findings, etc. as evidence of various actions for the respective CAP goal. Progress monitoring updates timeframe shall align with the dates provided by OUSD in the notice on page 29: *report progress through December 31, 2023 by February 1, 2024; **report progress through March 31, 2023 by May 1, 2024; and ***report progress through June 30, 2023 by August 1, 2024. All updates shall be presented to and approved by the AIPCS II Governing Board prior to submission to OUSD.*

Description and Purpose of AIMS CAP Advisory and Monitoring Committee

AIMS has taken a proactive and transparent approach to responding to the CAP, by assembling a dedicated committee of highly qualified individuals who not only possess expertise in their respective fields but also maintain a solid connection to both AIMS and the broader OUSD community. The primary purpose of this committee is to foster open and genuine feedback, while actively monitoring AIMS' progress, addressing OUSD's concerns, and facilitating corrective actions as necessary. The CAP Advisory and Monitoring Committee shall review all CAP updates/reports, provide an analysis of the findings, and make any commendations or recommendations to the AIPCS II Governing Board prior to their approval of the report and subsequent submission to OUSD. This commitment to oversight, transparency, and stakeholder engagement underscores AIMS' dedication to creating an inclusive, compliant, and thriving educational environment that benefits the entire Oakland community, ultimately reinforcing trust and accountability in the educational processes and outcomes of AIMS charter schools.

Conclusion

AIMS reiterates its commitment to working collaboratively with OUSD. We genuinely want to provide quality education for all students, and we do not waive any legal rights. We are dedicated to addressing concerns in a timely manner and expect that we will be notified in writing of any questions or concerns that OUSD, the Office of Charter Schools, or OUSD Board of Directors may have related to our CAP. Together, we may continue to improve the educational experience for all Oakland students.

DocuSigned by:
Chris Edington
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Chris Edington

President, Board of Directors

DocuSigned by:
Superintendent Maya Woods-Cadiz
CE8F9ECDC74B472...

Superintendent Maya Woods-Cadiz

Exhibit A

AIMS CAP Advisory and Monitoring Committee Membership

Role	Name	Background
CAP Committee Chairperson	Dr. Michele Bowers	- Leadership Consultant, - CEO, Vital Educational Leadership and President, California Association of African American Superintendents and Administrators (CAAASA) - Retired California Superintendent (10 years)
Administrator from AIPCS II	HOA Axia Vang K-5 Dean Andrew Hampton K-5 HOA Zubida Bakheit 6-8 Dean Mikael Wooten 6-8	- Site Administrators
Superintendent	Maya Woods-Cadiz	- AIMS Superintendent - Previous OUSD Administrator
Office of Academics and Data	Christopher Ahmad	- AIMS Academics and Data Director
Chief Business Office	Katema Ballentine	- AIMS CBO - Previous OUSD Financial Officer
Department of Special Education	Deborah Woods	- AIMS Special Education Director
Office of Compliance	Tiffany Tung	- AIMS Compliance Director
Board Member	Dr. Jaime Colly	- CCSA Northern California Vice President - AIMS Parent - AIMS Board Member
Board Member	Chris Edington	- AIMS Board President
Office of School Support	Marisol Magana	- AIMS School Safety and Support Director
Office of The Ombudsman	Eric Haar	- AIMS Ombudsman - Former OUSD Employee, Department of HR
Office of the Ombudsman	Delicia Moghadam	- AIMS Human Resource and Employee Support Coordinator
Office of Schools Monitoring and Achievement	Natalie Glass	- AIMS Director of Schools
Independent Advisor	Dr. Marco Durazo	- CCSA Managing Director, Bay Area Local Advocacy
Independent Advisor:	Lars Jorgensen	- Chief of Staff, Highlands Community Charter and Technical Schools - Previous OUSD Director of Student Enrollment
Independent Advisor	Alison Rose	- Educational Consultant, SELPA Program Coordinator, El Dorado Selpa - Director of Student Services, BayTech - School Psychologist - OUSD Special Education Teacher
Independent Advisor	Isaac Kos-Read	- AIMS Parent



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

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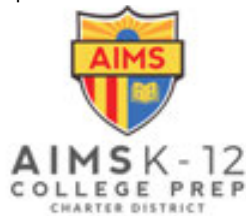
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AIPCS II February 1, 2024 CAP Update

AIMS Corrective Action Plan Committee Progress Monitoring Report #1 Due February 1, 2024



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Dear President Davis & Members of the OUSD Board:

I am writing to share AIMS K-12 College Prep Corrective Action Plan (CAP) Committee Progress Monitoring Report #1, demonstrating our commitment to addressing the items outlined in the OUSD report and notice dated September 27, 2023. Please note that comments provided by OUSD Directors at the December 7, 2023 Charter Matters Committee meeting and feedback from the AIMS CAP Committee have been incorporated into our response. We understand that these insights will improve practices and programs, strengthen systems, and inform policies to promote organizational, transparency, communications, and best practices. In the absence of additional feedback from OUSD on the twelve corrective actions that we cited in our CAP, we have continued to move forward with the work as indicated.

The report delineates the following two status updates across all areas:

- 1) Conditions Satisfactorily Met - CAP committee reviewed evidence presented and deemed that AIMS has adequately addressed OUSD concerns
- 2) In Progress

Please note that *OUSD considerations #1, #2, and #4* have been completed. Your feedback and comments are welcomed for the next 30 days on these items and if not received, AIMS will consider *OUSD considerations #1, #2, and #4* cured. Once the item is cured, we will not refer to it in subsequent corrective action plan committee progress monitoring reports, however, it will still be available for your reference. Please submit your feedback to:

- Maya Woods-Cadiz AIMS Superintendent maya.woods-cadiz@aimsk12.org
- Eric Haar AIMS Ombudsman eric.haar@aimsk12.org
- Chris Edington AIMS Board President chris.edington@aimsk12.org
- Dr. Michele Bowers AIMS CAP Committee Chair drmbowers@vitalelc.com

In submitting this report, please know that we welcome your feedback as it is pivotal to refining our strategies and enhancing our approach to serving our students, families, and the Oakland community.

Lastly, in addition to the electronic submission of the CAP Committee Progress Monitoring Report #1, please note that a hard-copy has also been made available to the OUSD Board of Education and Office of Charter Schools. We look forward to the opportunity to discuss this report in detail at your earliest convenience.

Respectfully,

Dr. Michele Bowers
AIMS CAP Committee Chair

DocuSigned by:

Chris Edington

President, Board of Directors



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Corrective Action Plan (CAP) Committee Progress Monitoring Report #1 Due February 1, 2024

OUSD Considerations	AIMS Corrective Action	PROGRESS MONITORING
1) AIMS Governing Board formally acknowledges these violations	Acknowledge concern violation and commit to corrective action.	<p style="background-color: #00FF00; display: inline-block; padding: 2px;">CONDITION SATISFACTORILY MET</p> AIMS Governing Board formally approved the AIMS Corrective Action Plan for AIPCS II on November 13, 2023. The plan was submitted to OUSD November 15, 2023. AIMS has established a CAP Progress Monitoring Committee that will meet to review monitoring evidence and data prior to each CAP report due to OUSD. The CAP Committee presented the draft of the CAP Progress Monitoring Report #1 to the AIMS Board for feedback and approval on January 16, 2024. <p style="color: red;">No further action is needed.</p>
2) AIPCS II and AIMS Governing Board adopt a Comprehensive School Safety Plan and whether that School Safety Plan incorporates meaningful community input from first responders, staff, and family members	Assigned to Director of Health & School Support Services to establish a dedicated Safety and Preparedness Team, including the AIMS Facilities Coordinator (Team Leader), Director of Schools, school site administrators, teachers, family members, first responders, and student representatives selected from student government leaders to develop comprehensive school safety plans for each school. All safety plans will be	<p style="background-color: #00FF00; display: inline-block; padding: 2px;">CONDITIONS SATISFACTORILY MET</p> AIMS Governing Board has reviewed and approved the following documents and development process: a) AIMS actively engages with community partners to prioritize safety and invite meaningful community input. June 15, 2021, AIMS Governing Board approved supporting the formation of the Oakland Community Benefits District . See Exhibit D(3) . The Oakland City Council approved the Community Benefits District July 20, 2021 providing services January 1, 2022 through December 31, 2031. See Exhibit D(4) . As a founding community member of the

	<p>approved by the AIMS Governing Board and shall include staff training, monthly drills, off-site evacuation, and internal and external communication protocols.</p> <p>AIPCS II shall work closely with local authorities to conduct periodic safety inspections and to ensure that they have ready access to all updated plans in a timely manner.</p>	<p>Benefits District, AIMS shares the expense of the following services with other businesses in the community, including, but not limited to:</p> <ul style="list-style-type: none"> ● Providing safe passage to and from destinations (school) in the community by providing security escorts, ambassadors and general assistance ● Conduct wellness checks of individuals in need ● Foster multiracial relationships to deepen connection, care, and investment in the community ● Community beautification and graffiti abatement <p>AIMS' continued active participation in the Benefits District provides valuable stakeholder input and informs community needs assessments in the development/revision of the AIPCS II Comprehensive School Safety Plan annually.</p> <p>b) AIPCS II Comprehensive School Safety Plan for 23/24 school year identifying names of all committee members/individuals involved in the development, signatures of all individuals, and date of Board approval.</p> <p><u>AIPCS II Comprehensive School Safety Plan - See Exhibit A</u> 2023-2024 AIPCS II Safe School Committee approved the plan on February 27, 2023; Board Approved Plan - October 9, 2023</p> <p>c) Log showing all scheduled safety drills for AIPCS II for 23/24, identifying the type of drill and the 23/24 Safety Training Log. <u>See Exhibit B</u>; <u>See Exhibit B(2)</u></p> <p>d) Schedule for 24/25 safety drills and tentative planning committee participants for the needs assessment, development, and approval of the 24/25 school safety plan. <u>See Exhibit C</u>.</p> <p>e) Copy of Fire Department facility safety report for the 23/24 school year. <u>See Exhibit D</u>.</p> <p>f) Describe the review process, monitoring, and support provided by the AIMS district office. <u>See Exhibit D(2)</u>.</p> <p>No further action is needed.</p> <p>RESOURCES: <u>https://www.cde.ca.gov/ls/ss/vp/cssp.asp</u></p>
<p>3) AIMS leadership responds to, tracks, and reports complaints to the Governing Board and to OUSD.</p>	<p>The AIMS UCP process, forms and reporting shall be overhauled and all staff retrained. UCP information will be posted on the main website, at all school sites, and at AIMS main office. AIMS will adopt a</p>	<p>CONDITIONS SATISFACTORILY MET</p> <p>AIMS leadership shall provide the following information to the CAP Progress Monitoring Committee and the Governing Board for review:</p>

	<p>district-wide systems approach that includes tracking, time/date stamp, automated push notification, clear investigation steps, identifying the person(s) responsible, etc. UCP shall also include a tracking and communication plan for responding and following through with the complainant and all parties involved in the investigation.</p> <p>A summary report of complaints filed shall be presented to the Governing Board quarterly during regularly scheduled board meetings. OUSD shall be provided detailed information of the revised UCP process. A summary of UCP complaints filed shall be shared with OUSD annually.</p> <p>All AIMS staff shall participate in mandated training yearly that addresses state and federal laws and regulations governing UCP, including unlawful discriminatory harassment and intimidation, reporting guidelines, process, standards for reaching decisions, timelines and appropriate corrective measures.</p>	<ul style="list-style-type: none"> a) Written copies of AIMS UCP process and forms used for submission, tracking, and time/date stamp of complaints at the school/central office level. See Exhibit E. b) UCP information is provided on the website for clarity, ease of access for staff, parents, and students, and accuracy. See Exhibit F. c) Posting of UCP in AIPCS II classrooms and staff lounge. See Exhibit G. d) AIMS shall provide OUSD information on the UCP complaint process. See Exhibit J. e) Written mandated UCP training schedule for 23/24 and 24/25. Describe the types of training (i.e. harassment and intimidation, Civility, Title IX, and UCP). See Exhibit G(2) <p>IN PROGRESS</p> <ul style="list-style-type: none"> f) Summary list of complaints for 22/23, and 23/24. g) Print out of staff participation in UCP mandated training, complaint prevention and procedures from the data collection system for the 23-24. h) Written description of the UCP investigation and follow-through process, including applicable timelines and person(s) responsible. <p>RESOURCES: https://www.cde.ca.gov/re/cp/uc/index.asp AND CDE Uniform Complaint Procedure Pamphlet</p>
<p>4) The Governing Board monitors complaints</p>	<p>The Governing Board shall identify monitoring complaints as an organizational priority for leadership. Information regarding new complaints (including type) and complaint resolution shall be reported to the Board by the Superintendent, or designee, at regularly scheduled board meetings.</p>	<p>CONDITIONS SATISFACTORILY MET</p> <p>The Governing Board shall use the following information to monitor complaints:</p> <ul style="list-style-type: none"> a) An Ombudsman was hired on 7/15/22. An Employee Relations and HR Coordinator was hired on 11/21/23. Job descriptions include responding to and monitoring UCP complaints. See Exhibit H. b) Reports to the board regarding UCP complaints are presented by the Superintendent’s designee at each regularly scheduled AIMS Board Meeting as indicated below: 22/23 - 9/13/22; 11/29/22; 3/7/23; 3/28/23; 4/18/23; 6/27/23 23/24 - 8/29/23; 9/19/23; 2/27/24; 3/26/24; 5/21/24; 6/18/24

		<p>c) AIMS utilizes Epicenter, a reporting platform used by OUSD, to share AIMS organizational documents directly with OUSD. Submissions include, but are not limited to UCP, evidence of insurance, attendance, bylaws, and handbooks. See Exhibit J.</p> <p>No further action is needed.</p>
<p>5) Type and volume of complaints regarding AIPCS II</p>	<p>AIMS administrative designee shall utilize a digital system through their third party HR Platform provider, Think HR/Mineral Solutions, to track type and volume of complaints. The designee shall communicate with OUSD regarding the timeline for resolution and corrective actions for any/all complaints submitted directly to them and reported to AIMS. Cumulative Information (year-to-date) regarding type and volume of complaints, complaint resolution vs. open complaints, and corrective actions shall be maintained by AIMS staff utilizing the Think HR/Mineral platform and reported to the Board by the Superintendent, or designee, at least quarterly.</p>	<p>IN PROGRESS</p> <p>AIMS leadership shall use the following information to identify type and volume of complaints for AIPCS II:</p> <ul style="list-style-type: none"> a) Work with Epicenter to identify the digital system and reports that will be used to track the type and volume of complaints. AIMS staff shall provide a presentation of the complaint process and overview of the reports to the board at a regularly scheduled meeting. Documentation of presentation shared with the CAP committee. b) Provide on-going updates for the governing board at each regularly scheduled board meeting and a cumulative (end-of-year) report and executive summary to share the type and volume of complaints, data on resolution of complaints, and any corrective actions that resulted from the investigation to share with the AIMS Board.
<p>6) AIMS leadership implements its latest Human Resource system and how the Governing Board monitors this implementation</p>	<p>Provide a demonstration of the HR system and its capabilities with the vendor and the AIMS Governing Board and OUSD personnel to promote a deeper understanding of the systems capabilities, and/or limitations, as well as providing an opportunity to clarify any questions and inspect processes and controls. The demonstration shall also clarify the role and responsibilities of AIMS leadership/staff to ensure that implementation and utilization of the system is seamless and meets all state and federal employment and labor laws.</p>	<p>CONDITION SATISFACTORILY MET</p> <p>AIMS leadership has identified the following strategies to closely examine the implementation and effectiveness of the Human Resource system:</p> <ul style="list-style-type: none"> a) Evidence that a staff member has been designated to respond to any questions, support staff, and represent AIMS in matters related to HR, i.e., fair labor practices, equitable hiring practices and compliant interview questions and process, employee wages, employee benefits, monitoring credentialing, and confidentiality and protection of employee information, etc. An Ombudsman was hired on 7/15/22. An Employee Relations and HR Coordinator was hired on 11/21/23. Job descriptions include responding to matters related to HR. See Exhibit H.

	<p>AIMS has designated staff to serve as an HR Specialist to respond to any questions, support staff, and represent AIMS in matters related to HR, i.e., fair labor practices, equitable hiring practices and compliant interview questions and process, employee wages, employee benefits, monitoring credentialing, and confidentiality and protection of employee information, etc.</p>	<ul style="list-style-type: none"> b) AIMS created a Human Resource link on the AIMS main web page and under the District Office link that identifies the contact person(s) that respond to employee/public inquiries regarding HR matters. See Exhibit I. c) AIMS contracted with Paycom HR Software in November 2022 to efficiently manage payroll and employee HR data. The system was implemented in March, 2023. With one log-in, employees are empowered to manage their own payroll and HR data on-demand. See Exhibit K. d) Revise AIMS organizational chart to ensure it includes the Human Resource system and reflect who is responsible for above-mentioned HR areas. Human Resource system refers to the systematic and structured procedures used by an organization to manage its human resources needs. <p>IN PROGRESS</p> <ul style="list-style-type: none"> e) Demonstration of the HR System for the governing board. The vendor shall provide an overview of the core HR tasks, reporting, and other system tools/modules. The demonstration shall identify roles and responsibilities of AIMS staff and provide examples of the effective implementation and utilization of the system. Additionally, the vendor will show that the system meets all state and federal employment and labor laws. AIMS staff will invite the CAP Progress Monitoring Committee members and OUSD personnel to attend the presentation. <p>RESOURCE: CSBA Professional Governance Standards and AIMS Human Resource Information</p>
<p>7) The Governing Board examines the need for a change in AIPCS II leadership</p>	<p>The Superintendent, or designee, shall conduct progress monitoring of identified goals for the Administration of AIPCS II, and have a conversation based on the data with the superintendent regarding the need to change or non-change in the leadership of AIPCS II.</p> <p>The Governing Board shall contract with a</p>	<p>CONDITION SATISFACTORILY MET</p> <ul style="list-style-type: none"> a) On July 1, 2023, the leadership of AIPCS II was changed. The changes included hiring a Director of Schools that was assigned specific oversight duties at AIPCS II. Additionally, there was one site person assigned solely to academics and one assigned solely to culture and climate. These changes were ratified by the governing board on August 29, 2023. See Exhibit K(2). <p>IN PROGRESS</p>

	<p>third party to review and make recommendations for improvement of the organizational structure.</p>	<p>The Governing Board shall utilize the following strategies to examine the need for improvement or a change in AIPCS II leadership:</p> <ul style="list-style-type: none"> b) The Governing Board shall identify and clearly articulate Board goals. c) Goals for AIPCS II Leadership shall be identified. d) The Superintendent, or designee, shall conduct the mid year progress report and annual leadership evaluation in a timely manner and the general results of the evaluations will be discussed with the board in closed session. If an improvement plan is established, the plan shall be reviewed with the board. e) The Governing Board will receive a school presentation that provides appropriate data and other metrics to annually review the progress of AIPCS II in achieving the goals identified in the school's LCAP. <p>RESOURCE: CSBA Charter Schools: A Guide for Governance Teams And Superintendent Governance Standards and AIMS Organizational Chart</p>
<p>8) Credentialing information and vacancies for every class at AIPCS II for the 2023-24 school year</p>	<p>AIMS Governing Board shall be provided a comprehensive staff report that identifies the number of positions occupied by fully credentialed staff, open positions, misassignments, provisional internship permits (PIPs), short-term staff permits (STSPs), waivers, and vacancies. This information shall be tracked and reported to the governing board monthly and shall include information on how any misassignments and vacancies are being addressed, as well as teacher recruitment and retention efforts.</p> <p>AIMS will verify and adhere to current regulations, policy and procedures for reporting credentialing information in a timely manner to meet state compliance requirements.</p>	<p>IN PROGRESS</p> <p>AIMS Leadership shall utilize the following strategies to monitor and report credentialing information and vacancies accurately:</p> <ul style="list-style-type: none"> a) A comprehensive report of credentialing status shall be prepared by AIMS leadership and provided to the board during their regularly scheduled meetings. Evidence will be the minutes from the Board meeting and corresponding reports that were presented to the board. b) All provisional and short-term permits and waivers shall be board-approved at the next regularly scheduled board meeting. c) A personnel report shall be provided to the Board at regularly scheduled board meetings, including information on mis-assignments and vacancies. d) The Superintendent, or designee, shall present to the Governing Board on teacher credentialing compliance, applicable regulations for charter schools, and policies and procedures for reporting credentialing information. Documentation will be shared with the CAP committee. <p>RESOURCES: Provisional Internship Permit and Short Term Staff Permit and California Educator Assignment Monitoring</p>

<p>9) The results of a nationally recognized Culture and Climate survey distributed to all staff and a memo outlining AIPCS II's takeaways and action steps moving forward</p>	<p>AIPCS II shall identify and utilize reliable culture and climate survey tools for staff, students, and family to measure and provide input on school culture and climate perceptions for each group. The data will be disaggregated for each school and will provide valuable feedback to inform improvement efforts. The survey results shall be reported to the AIPCS II governing board and executive leadership shall identify targeted actions and steps to promote improvement. AIPCS II Governing Board members may also utilize survey information to conduct strategic listening forums to gather additional information regarding resources and support that may be valuable.</p>	<p>And Commission on Teacher Credentialing Charter Information</p> <p>CONDITION SATISFACTORILY MET</p> <p>AIPCS II Leadership utilize the following strategies and tools to accurately monitor culture and climate for staff, students, and family to identify areas of improvement and inform goal development and decision-making by the AIPCS II Governing Board and Leadership team:</p> <ol style="list-style-type: none"> a) The Superintendent, or designee, has identified the California Healthy Kids Survey (CHKS), a California Department of Education (CDE) recognized confidential survey of culture, climate, safety, and wellness for students in grades 5 - 12. This survey will be administered annually beginning February 2024. AIMS conducted student and parent climate surveys in the 21/22 and 22/23 school years. The last survey was conducted in May 2023. See Exhibit L. <p>IN PROGRESS</p> <ol style="list-style-type: none"> b) The Superintendent or designee shall prepare and present the data and findings of the CHKS in an executive summary, including recommendations and strategies to promote improvements and present them to the Board during a regularly scheduled board meeting. This information shall be shared with the CAP Progress Monitoring Committee as well. c) The Governing Board shall hold a town hall meeting for stakeholders to invite input on the report and recommendations. <p>RESOURCE: CDE Culture and Climate Information and Tools</p>
<p>10) AIPCS II leadership develops and implements a meaningful plan to serve all students who wish to attend, particularly students with disabilities</p>	<p>Clearly communicate and train all staff, especially those in charge of student enrollment and registration, on Child Find regulations and expectations when providing registration information, Additionally, make sure that all staff are fully aware that specialized support, services, resources and information are available for students with disabilities to</p>	<p>CONDITIONS SATISFACTORILY MET</p> <p>AIPCS II Leadership shall utilize the following strategies and tools to develop and implement a meaningful plan to serve all students who wish to attend, particularly students with disabilities:</p> <ol style="list-style-type: none"> a) Provide a list of marketing and advertising strategies and timeline for student recruitment. See Exhibit M. b) The Superintendent or designee will present evidence of marketing

	<p>meet their IEP goals through AIMS Special Education Department and through the support of El Dorado SELPA.</p> <p>Target advertising and marketing efforts to lower income or otherwise historically underserved student populations and/or communities. Utilize a lottery system to ensure equitable access and support to all students that wish to attend.</p> <p>Incorporate visuals and address primary language access in all marketing materials and information on the website to meet the needs of the diverse population of students/families.</p>	<p>strategies that comply with this area as it pertains to students with disabilities. See Exhibit M.</p> <p>c) AIPCS II utilizes a lottery process to ensure a fair enrollment selection process. See Exhibit N.</p> <p>d) Information is available on AIMS website for specialized services, programs, resources and support for students with special needs, english language learners, foster, and homeless youth.</p> <p>e) Provide a list of training for support staff in charge of registration. See Exhibit O.</p> <p>f) To promote transparency and strengthen communication, the Special Education link/section on the AIMS Webpage, provides information on SELPA, Student Study Team (SST) and IEP process, family resources and procedural guidelines, Child Find, process for requesting records, contact information for AIMS Sped Director, dispute process, special ed process and timelines, etc. Special Education Information and Procedural Safeguards</p> <p>g) Direct access to the Special Education link/section on each school webpage. AIPCS II Elementary School, AIPCS II Middle School, and AIMS College Prep High School.</p> <p>IN PROGRESS</p> <p>h) The Superintendent, or designee, shall provide a comprehensive presentation to the Governing Board describing the lottery system and student registration and enrollment process, review of all forms, including language access and information on support services that meet the unique criteria for students with special needs, English Language Learner students, foster, and homeless youth. The CAP committee will be invited to the presentation.</p> <p>i) Ensure all communication and forms are available in the primary languages of the major demographic populations that you serve.</p>
<p>11) AIPCS II is complying with the requirements of IDEA, including its Child Find obligations, and is appropriately serving all students with</p>	<p>AIPCS II Governing Board and Executive Leadership desire to support and serve all students. With that said, we recognize that Child Find for IDEA requires public agencies to implement policies and</p>	<p>IN PROGRESS</p> <p>AIPCS II Governing Board and Leadership shall utilize the following strategies and data to evidence that they are complying with requirements of IDEA, including its Child Find obligations, and is appropriately serving all students</p>

<p>disabilities according to their IEPs. The means by which AIPCS II is attempting to achieve a balance of special education pupils that is reflective of the general population residing in the area, pursuant to Education Code 47605.6 (b)(5)(iii)(H).</p>	<p>procedures ensuring that all children with disabilities, who need special education and related services are identified, located, and evaluated, regardless of the severity of the disability.</p> <p>AIPCS II shall evaluate current policies, practices, procedures and data as it pertains to our Child Find protocols and serving students with disabilities. AIPCS II shall ensure that we have a clear process in place and that it is being implemented and communicated effectively. We shall consult with El Dorado SELPA and other reliable sources, as appropriate, to ensure full compliance with all IDEA requirements.</p> <p>Target advertising and marketing to historically underserved student populations and/or communities and train staff on how to appropriately communicate with families inquiring about special education services.</p>	<p>with disabilities according to their IEPs:</p> <ul style="list-style-type: none"> a) The Superintendent, or designee, shall provide multiple opportunities for staff training on Child Find for IDEA compliance and how to communicate with, and support, families of special needs students. b) Provide a comprehensive demographic report to the AIPCS II board that includes enrollment data disaggregated by school, ethnicity, percentage of foster youth, percentage of homeless youth, and percentage of special education students for 2022-2023 and 2023-2024. Share this report with the CAP committee. c) The Superintendent, or designee, shall present to the AIPCS II board El Dorado's best practices for Child Find, IDEA compliance policies, practices, and marketing to identify additional considerations and actions to improve communication and outreach, and conduct regular monitoring to ensure full compliance with all IDEA requirements. d) Describe how special education students are serviced at each site to meet the goals in their IEP. Identify the number of students at each site. e) Identify the type and frequency of specialized training provided for teachers and support staff. f) Provide information on the staff with special education credentials for each site. Identify any credentialing concerns as it pertains to compliance or the ability to serve all student disabilities. g) Clearly describe the student referral process, SST process, IEP process and dispute process. h) Update the special education organizational chart to reflect current administrators, teachers, and instructional aides. <p>RESOURCES: AIMS Board Policies and El Dorado Child Find Basics and OUSD Child Find Notice</p>
<p>12) Demographics of the students to enroll in AIPCS II, particularly during the school year and outside of the annual enrollment process</p>	<p>AIPCS II shall collect and evaluate student demographic data starting with the beginning of the school year and continuing monthly to monitor demographic information for the registration period, and throughout the year. The data analysis will provide</p>	<p>IN PROGRESS</p> <p>AIPCS II Leadership shall utilize the following strategies and tools to accurately track and monitor demographics of the students that enroll in AIPCS II, particularly during the school year and outside of the annual enrollment process:</p>

	<p>information to inform student recruitment and marketing and communication efforts. We will also be able to identify any patterns or trends that we might need to respond to improve school/program advertising and marketing, the enrollment process, and ensure equitable access to forms and support in completing registration. The data analysis may also assist us in identifying any barriers that may exist for families interested in enrolling, i.e., language barriers or transportation.</p>	<ul style="list-style-type: none"> a) The Superintendent, or designee, shall provide a comprehensive report and presentation for the AIMS Board describing the lottery system and student registration and enrollment process, review of all forms, including language access and information on support services that meet the unique criteria for students with disabilities. b) The report and executive summary shall include a data analysis and findings to identify any barriers, patterns, or trends that may inhibit or deter equitable access to inquiring about or completing registration. The executive summary shall include any recommendations for improvement to eliminate or mitigate identified barriers.
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*NOTE: Evidence-based progress monitoring provides information on specific actions, quantitative data, dates, reports, participation, outcomes/findings, etc. as evidence of various actions for the respective CAP goal. Progress monitoring updates timeframe aligns with the dates requested by OUSD and are identified as follows: *report progress through December 31, 2023 by February 1, 2024; **report progress through March 31, 2024 by May 1, 2024; and ***report progress through June 30, 2024 by August 1, 2024. A data analysis and findings, an executive summary, including any recommendations, shall be prepared by the Committee and presented to and approved by the AIPCS II Governing Board prior to each submission to OUSD.*



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

171 12th St | Oakland | CA 94607

E elementary@aimsk12.org

T 510-893-8701

F 510-893-0345

www.AIMSK12.org

AIMS College Prep Middle School (6-8)

Formerly known as AIPCS

171 12th St | Oakland | CA 94607

E middleschool@aimsk12.org

T 510-893-8701

F 510-893-0345

AIMS College Prep High School (9-12)

Formerly known as AIPHS

746 Grand Ave | Oakland | CA 94610

E highschool@aimsk12.org

T 510-220-5044

F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT A



**AIMS College Prep Middle School
American Indian Public Charter School II**

Safe School Plan

171 12th Street
Oakland, CA 94607
Phone: (510) 893 - 8701
Fax: (510) 893 - 0345

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INTRODUCTION

AIMS K-12 College Prep Charter District is committed to maintaining safe and secure campuses for all of its pupils and staff. To that end, this School Safe Plan covers AIMS policies and expectations regarding the practices of each school in maintaining the security of the physical campus, responding appropriately to emergencies, increasing the safety and protection of students and staff, and creating a safe and orderly environment that is conducive to learning.

12th Street Campus is located in downtown Oakland, California. The campus serves over 800 inner city kids and about 100 faculty and staff members. The school is near a major courthouse, as well as the city's main public transportation lines and freeways. Due to the school's location there are various type of threats and the goals set forth are the diminish those threats and to continue to provide safety for our students. In addition, the 12th street campus does not have a parking lot for families. Some students walk to school or take public transportation. A majority of families pick up and drop off their students. So it is important that we review and train parents on the the drop off and pick up procedures on a yearly basis.

Goal #1: Review with Families Pick-Up and Drop Off Procedure

Goal #2: Installing Security Cameras and Security Gates at the front and side of the building

Goal #3: Continue to provide Annual Trainings for Staff (Active Shooter, Lockdown, Earthquake, CPR First Aid)

Following any emergency, notify the Site Administrator: 510-893-8701

SAFE SCHOOL PLAN COMMITTEE

The undersigned members of the AIMS Committee certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Safe School Plan. The purpose of listing the safety committee is to show that the school has thought through all the various aspects of emergency preparedness involving various stakeholders at the site.)

1. Natalie Glass, Director of Schools/Parent
2. Axia Vang, Head of Academics, K-5th
3. Zubida Bakheit, Head of Academics, 6th - 8th
4. Chaniel Clark, Dean of Students
5. Marisol Magana, Health & School Support Services Director
6. Alexander Lee, Technology Coordinator
7. Charlton Sharpe, Teacher
8. Jackson Glass, Student

Plan Approved on February 27, 2023

CHILD ABUSE REPORTING POLICY


Child abuse includes: physical abuse, sexual abuse (including both sexual assault and sexual exploitation), extreme emotional abuse, willful cruelty or unjustified punishment, unlawful corporal punishment or injury that is willfully inflicted, resulting in a traumatic condition, and/or neglect (including both acts and omissions). Child neglect is defined as negligent treatment which threatens a child's health or welfare.

In accordance with Sections 11164-11174.3 of the California Penal Code, all certificated employees, employees of child care centers, instructional aides, teacher's aides, teacher's assistants, and classified employees who have been trained in the duties imposed by this law and are considered to be mandated reporters. Any one of these specified employees who knows or reasonably suspects that a child has been a victim of a child abuse and/or neglect incident must do the following:

- 1) Report the incident to a child protective agency (i.e., Department of Children and Family Services), the Police (not School Police), or Sheriff's Department, County Probation Department, or a County Welfare Department immediately by telephone.
- 2) Send a written report of the incident to the same agency within 36 hours. Although the Penal Code obligation to report applies to the aforementioned employees only, it is the policy of AIMS that all employees shall comply with the law's reporting procedure whenever they have knowledge of or observe a child in the course of their employment whom they know or reasonably suspect to have been the victim of child abuse.

Additionally, teachers and counselors are legally bound required to immediately inform a parent and/or authority and report the following instances to the Head of School, who will contact law enforcement and/or the student's parent/guardian in accordance with the law: (1) when a student indicates he or she is going to physically harm himself or herself or jeopardize his or her life; (2) when a student indicates he or she is going to physically harm another person or jeopardize another person's life or has knowledge that another person's well-being is threatened; (3) when a student indicates he or she is being physically and/or emotionally abused; (4) when a student indicates he or she has committed a felony.

Child Abuse Mandated Reporting Form



**CALIFORNIA MANDATED REPORTING
EASY STEPS...**

WHAT MUST BE REPORTED and HOW TO REPORT!

What Must be Reported:

Any of the below acts involving anyone under the age of 18:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The mandated reporter must only have *reasonable suspicion* that a child has been mistreated; no evidence or proof is required prior to making a report.

The case will be further investigated by law enforcement and/or child welfare services.

How to Report:

By Phone: Immediately, or as soon as possible, make a telephone report to child welfare services and/or to a Police or Sheriff's department.

1. Child Welfare Services phone # 510-259-1800
2. Police Department phone # 510-777-3333
3. Sheriff's Department phone # 510-272-6878

In Writing: Within 36 hours, a written report must be sent, faxed or submitted electronically. The written report should be completed on a state form called the 8572, which can be downloaded at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf

Other information:

- Safeguards for Mandated Reporters:
 - The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.
 - Under state law, mandated reporters cannot be held liable in civil or criminal court when reporting as required; however, under federal law mandated reporters only have immunity for reports made in good faith.
- Failure to report:
 - Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a \$1,000 fine.
- For the complete law and a list of mandated reporters refer to California Penal Codes 11164-11174.3.

This document and Mandated Reporting information can be found at
www.mandatedreporterca.com

EMERGENCY DISATER PROCEDURES & DRILLS

Every school should have emergency preparedness procedures readily on hand, including a list of up to date emergency contact numbers. This information should be discussed and disseminated ideally at an all school staff meeting just when the teachers return to duty.

A wealth of information is available from various government and private organizations regarding this topic. That information is accessible via the following websites to include but not limited to:

The Department of Homeland Security (DHS): <http://www.dhs.gov>
Federal Emergency Management Agency (FEMA): <http://www.fema.gov>, <http://www.ready.gov>.
Federal Communications Commission (FCC): <http://www.fcc.gov>.
The United States Department of Education (USDE): <http://www.rems.ed.gov>.
California Office of Emergency Services (OES): <http://www.calema.ca.gov>.
California Department of Education (CDE): <http://www.cde.ca.gov>.
American Red Cross: <http://www.redcross.org>
Pacific Gas and Electric Company (PG&E): <http://www.pge.com>.
Vector Solutions: <https://aimsk12-ca.safeschools.com/>

What follows is information taken from the aforementioned resources and incorporated into selected topics which are necessary components for the development of a comprehensive safety program that satisfies the mandates of the CDE.

Staff Responsibilities

In the event of an Emergency Alert System (EAS) individuals on the school site have the following responsibilities:

Site Administrator

- Sound appropriate alarm to evacuate or shelter in place.
- Following evacuation procedures check the building to ensure that all students, personnel and visitors have left the building.
- Provide for administration of first aid and request other emergency assistance as needed.
- Keep the Central Office and your local county office informed and, if necessary, set up a telephone communication at a nearby residence or business.
- Give directions to police in search clearing procedures and take full responsibility for search.
- Coordinate supervision of students and all clean-up or security efforts.

Teachers

- Carry out appropriate emergency procedures to ensure the safety and welfare of students.
- Supervise children and maintain calm and order.
- Make sure you have access to the classroom copy of the students' emergency cards.
-

Admin Assistant

- Assist and take direction from the Siter Administrator.
- Make sure first aid supplies are handy in case they are needed.
- Carry out other duties as assigned.

Custodial/Maintenance

- Shut off the valves for gas, water, electricity and air conditioning (if necessary).
- Open all gates and doors to assembly and exit areas.

Aides, Volunteers and Other Adults

- Should assist teachers working with students to keep them safe, orderly and comfortable.
- Be on call for Administrators' requests.

Drills

Drills are designed to prepare students and staff for real world crisis situations but in no way can account for all possible varieties of catastrophe or threat. It is the site administrator's responsibility to schedule emergency drills throughout the year, and record the date and time of each drill. Those drills are:

- **Fire Drill:** CA Ed Code (section 32001) requires fire drills to be conducted at the following intervals:
 - **Elementary:** once per month
 - **Middle school:** four times per school year
 - **Secondary:** twice per school year
 - Fire drills should be conducted in which all pupils, teachers, and other employees are required to vacate the building(s). Current student rosters and/or roll sheets serve to account for all evacuated students and staff.
- **Lockdown/Shelter in Place:** Although not required by Ed Code, it is recommended that each school conducts a Lockdown/Shelter in Place Drill at least:
 - **Elementary:** once per quarter
 - **Secondary:** once per semester
 - Lockdown/Shelter in Place drills should be run according with a procedure established by the individual school site. The drill is designed to prepare students and staff for situations in which the classroom or school campus affords the best protection from criminal threats.
- **Earthquake/Evacuation Drill:** An Earthquake/Evacuation Drill should be conducted:
 - **Elementary:** once per quarter
 - **Secondary:** Once per semester
 - Not to be confused with a Fire Drill, Evacuation Drills are designed to prepare students and staff for situations in which the school campus is no longer a safe area due to natural/man-made disaster or criminal activity. A pre-designated site serves as the rally point for the all-out relocation of students and staff during a

perceived crisis or threat via established routes of travel. Current student rosters and/or roll sheets serve to account for all students and staff relocated.

Situations may/will arise during a crisis that require a combination of actions be taken such as “lockdown” followed by “evacuation”. While constructing a safety plan it is important to keep this in mind. Prepare and drill in a manner in which flexibility and adaptability come into play as the dynamics of a potential crisis evolve.

Drill Schedule

Month	Fire	Earthquake	Lockdown
August	8/30/23	8/30/23	
September	9/28/23		9/28/23
October	10/25/23	10/25/23	
November	11/16/23		11/16/23
December	12/13/23	12/13/23	
January	1/25/24		1/25/24
February	2/28/24	2/28/24	
March	3/28/24		3/28/24
April	4/24/24	4/24/24	
May	5/30/24		5/30/24
June	6/5/24	6/5/24	

Homeland Security Procedures

Homeland Security procedures are established to promote the safety of children and adults during a period of national or local emergency. The DHS (FEMA) and California OES are responsible for coordinating disaster planning among the cities in your area. It is through this coordination that information and warning notifications are communicated.

The Emergency Alert System (EAS) is a national public warning system that requires TV and radio broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, direct broadcast satellite (DBS) service providers and wireline video service providers to offer to the President the communications capability to address the American public during a national emergency. The system also may be used by state and local authorities to deliver important emergency information such as AMBER (missing children) alerts and

emergency weather information targeted to a specific area. EAS also includes a system of sirens strategically positioned throughout the school's area that can serve as a warning of impending disaster.

Announcements made via the EAS include:

1. This is a Test
2. Severe Thunderstorm Warning
3. Tornado Warning
4. Hurricane Preparations Ordered
5. Evacuation Ordered
6. Shelter-in-Place for a Security Incident
7. Shelter-in-Place for a Hazardous Material Incident
8. All Clear

Alert Signals

The ability to respond quickly and efficiently when a major disaster strikes is important so that we are able to provide protection for students and school staff. In order to be better prepared, the staff, students and parents should be informed of their responsibilities following a major disaster.

At the announcement/sound of an EAS "Alert" signal:

- All students in transit between classrooms, in restrooms, etc., will walk to their assigned classrooms.
- Admin assisting will tune to local news via applicable means.
- Each teacher will stay in the classroom with his/her students.
- Each custodian will report to the office for instructions.

At the announcement of an EAS "Shelter in Place" message:

- Children outside of class will return to their assigned classrooms.
- If necessary, teachers will direct students and themselves under desks or tables.
- Close all doors and windows.

At the announcement/sound of an EAS "All Clear" signal:

- Children will resume their regular class activities.
- When a building is unsafe to resume classroom instruction or if the situation has made the streets and sidewalks hazardous, the superintendent (or designee) will declare the premises unsafe.
- If an evacuation is found necessary, the site administrator will post on a conspicuous place, the new location of the students. A notice or letter to parents designating a site as well as procedures will be sent home with students.

Communication Plans

911 Calls	<ul style="list-style-type: none"> ● When placing a 911 call: give your name, school name, and school address ● Give specific location of shooter, intruder, fire, hazardous material or other emergency ● Indicate location of incident command post
Mass Notification to Parents	<u>During an emergency:</u> Parent square notification, mass text message, mass phone message
	<u>After an emergency:</u> Mass phone call, mass text, Parent square notification, memos

Contingency Plans (Communication and Electrical)

Describe a specific plan to provide for the following in the event of loss of services.

PLAN FOR LOSS OF COMMUNICATION:

If no telephone service:

Parent square notification, Social media account, staff radios and intercom

If no Internet service:

Mass phone call, mass text message, Staff will communicate through radios and intercom

PLAN FOR LOSS OF ELECTRICITY:

List loss of services in event of electrical outage:

AC heating and cooling. Lights, food service refrigerators, Computer system

Emergency Procedures

All classrooms should have the evacuation plan & maps posted near the door(s). In the case of an emergency, every adult should be aware of his/her role and responsibilities. Below are suggested roles and procedures:

1. Site Administrator assesses the situation.
2. Site Administrator notifies all staff of the emergency via applicable communications device(s).
3. Assigned person calls 911.
4. Assigned person notifies Central Office.
5. Site Administrator or assigned person meets with emergency crews.

6. Assigned person(s) ensures all classrooms, hallways and restrooms on first floor are empty after escorting students their students to assigned location.
7. Assigned person(s) ensures all classrooms, hallways and restrooms on second floor are empty after escorting students their students to assigned location
8. Assigned person(s) ensures the common areas are empty.
9. Assigned person(s) greet, organize and comfort students outside the building.
10. Each teacher takes role and Lead Teachers pick up the names of any missing students and report these names to the emergency crew chief and the Site Administrator.
11. Assigned person(s) will direct students who need first aid to an assigned location.
12. The Site Administrator determines, in consultation with the emergency crews, whether to release students to their homes or to return students to classes and makes announcement via applicable communications device(s).
13. If students and staff are dismissed for the day, an assigned person(s) will be responsible for securing the building against vandalism and theft.
14. All classroom teachers will ensure that students are released to guardians' care.
15. In the case that counseling services are subsequently needed by any students, the Site Administrator and an assigned person will coordinate that effort.
16. In the case that media coverage is an issue, the Site Administrator and an assigned person will control and organize press releases and media requests. Pre-made media packages/documents are recommended for distribution to concerned sources/media personnel. Such packages will include general information about the school location, number of students, grade levels, layout, etc.

Fire Procedures

- Evacuate the buildings immediately for any fire or suspected fire.
- Sound alarm if it has not already been done.
- Call 9-1-1, identify the problem, school building address and location of fire (if known).

Never attempt to fight a fire larger than a wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

Fire Extinguisher Instructions:

- P Pull safety pin from the handle
- A Aim at the base of the fire
- S Squeeze the trigger handle
- S Sweep from side to side

If your clothes (or someone else's) catch fire, STOP, DROP AND ROLL!

- Upon arrival, the Fire Department will assume command.
- Head of School will be accountable for teachers and school district staff. Teachers will be accountable for students.

- Notify the Superintendent's Office.

Fire Evacuation Procedures

AIMS will conduct and log monthly fire drills using the procedures outlined below. AIMS will also conduct quarterly fire alarm system tests, an annual fire inspection, and maintain a 5-year certification on the sprinkler system. Fire extinguishers are checked monthly.

Teachers

Before Drill or Emergency:

Note locations of fire extinguishers throughout the school.

- a) Review these exit procedures with your class and clearly explain your expectations.
- b) Designate two classroom leaders who can be relied on to give instructions in case a teacher is injured during a fire.
- c) Designate one student to lead your class to the assigned assembly point. Teachers will be the last one out of the classrooms, so it is important that your student leader knows exactly where he/she is going -- walk the student leader through the steps before the drill.
- d) If students are not in the classroom when fire alarm sounds, instruct students to immediately exit to the class' designated assembly point, join their class, and check in with the teacher.

DURING DRILL OR EMERGENCY:

- a) Take your class list, fire drill procedures, evacuation maps, walkie, First Aid Kit, and stop sign with you.
- b) Upon hearing the alarm, instruct your students to quickly leave the building in a single file, orderly line. Running causes panic and is not allowed.
- c) Students must be SILENT.
- d) Use of elevators during an emergency is prohibited.
- e) Teachers leave the classroom last. Close the door and turn off your lights. Administrators will view this as a signal that your classroom is evacuated successfully and completely.
- f) When using the stairwells, classes must descend in a single file line. Overtaking other classes or individuals is not permitted.
- g) Teachers need to assemble students in single file lines and exit their classes according to the evacuation map and assembly location map.
- h) Teachers and students should follow the exit route in a calm and orderly fashion to their assigned assembly point
- i) Once at the assembly point, count students and take roll to ensure that every student is present.
- j) Hold up the red sign if you are missing any students. Inform the Head of School or members of the Fire or Police Services if any students are missing. Hold up the green sign to indicate that all of your students are accounted for and safe.
- k) No one is to re-enter the building until told to do so by the Fire Service or the Head of School. Wait for an "All Clear" signal to be given by a member of the Fire or Police Services or a Head of School.
- l) Students cannot leave campus unless they are with an emergency services worker and have notified their teachers and the Head of School of their departure.

- m) No student is to leave campus with guardians until the “**All Clear**” signal is given by a member of the Fire or Police Services.
- n) Once the “**All Clear**” signal is given, teachers must keep students assembled and supervised. Make note of students who leave campus with their guardians.

Oakland Fire Department Fire Station #12
822 Alice Street
Oakland, CA 94607
Emergency: (510) 444-1616
Non-Emergency: (510) 444-3322

1st Floor Staff

- Prop open the stairwell door and the two front doors quickly.
- Clear the restrooms, classrooms, and common areas on the 1st floor.
- Assist in hurrying the students out the front door in an orderly manner.
- Meet classes at 12th Street assembly location and provide first aid as appropriate

2nd Floor Staff

- Clear the restrooms, classrooms, and common areas on the 2nd floor.
- Meet students at Madison Street assembly point and check in with teachers regarding attendance
- Provide first aid as appropriate
- Report missing persons to a member of the Fire or Police Department and Head of School immediately.

3rd Floor Staff

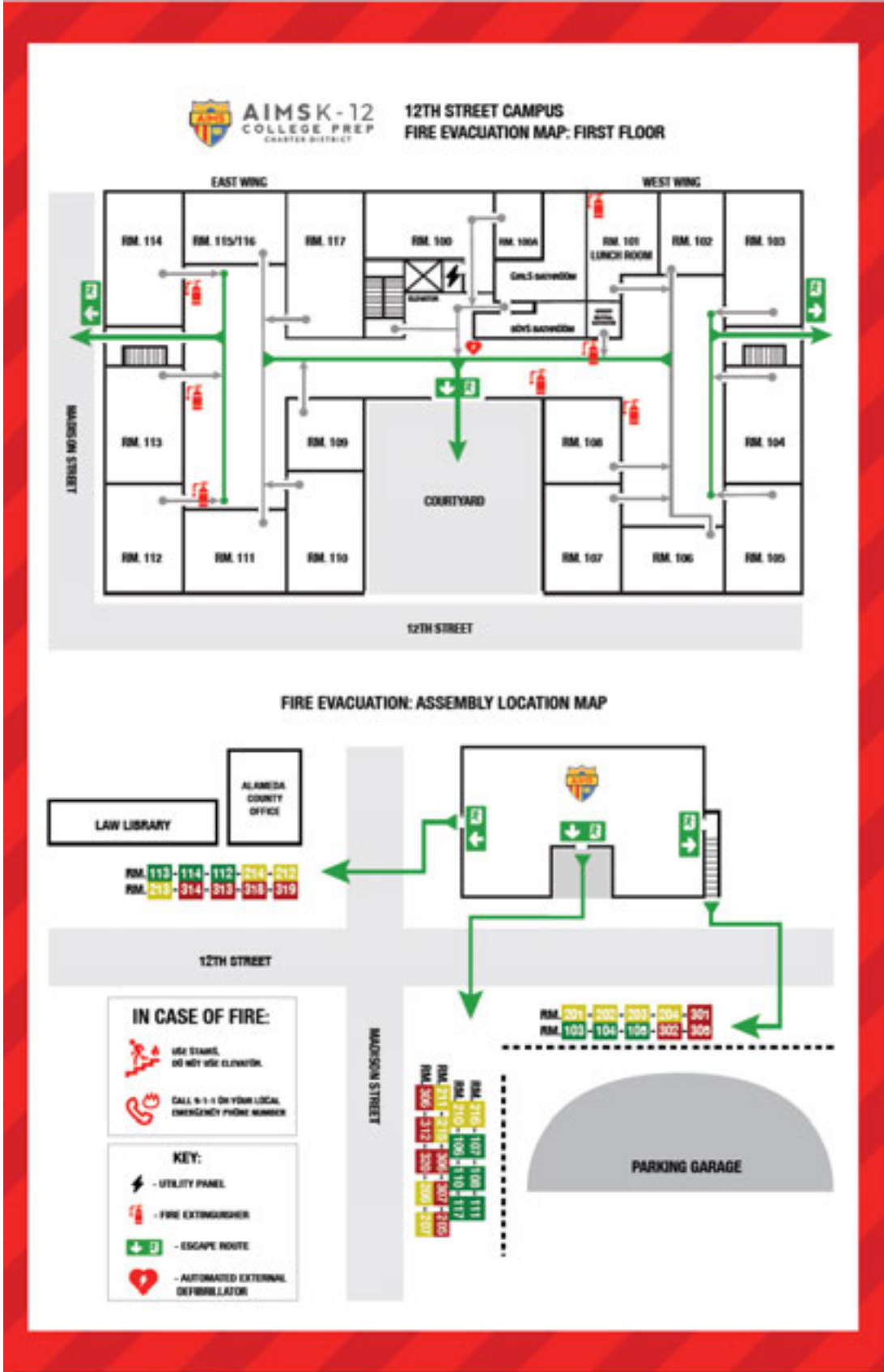
- Clear restrooms, classrooms, and common areas on the 3rd floor.
- Meet classes at 12th Street assembly point and provide first aid as appropriate

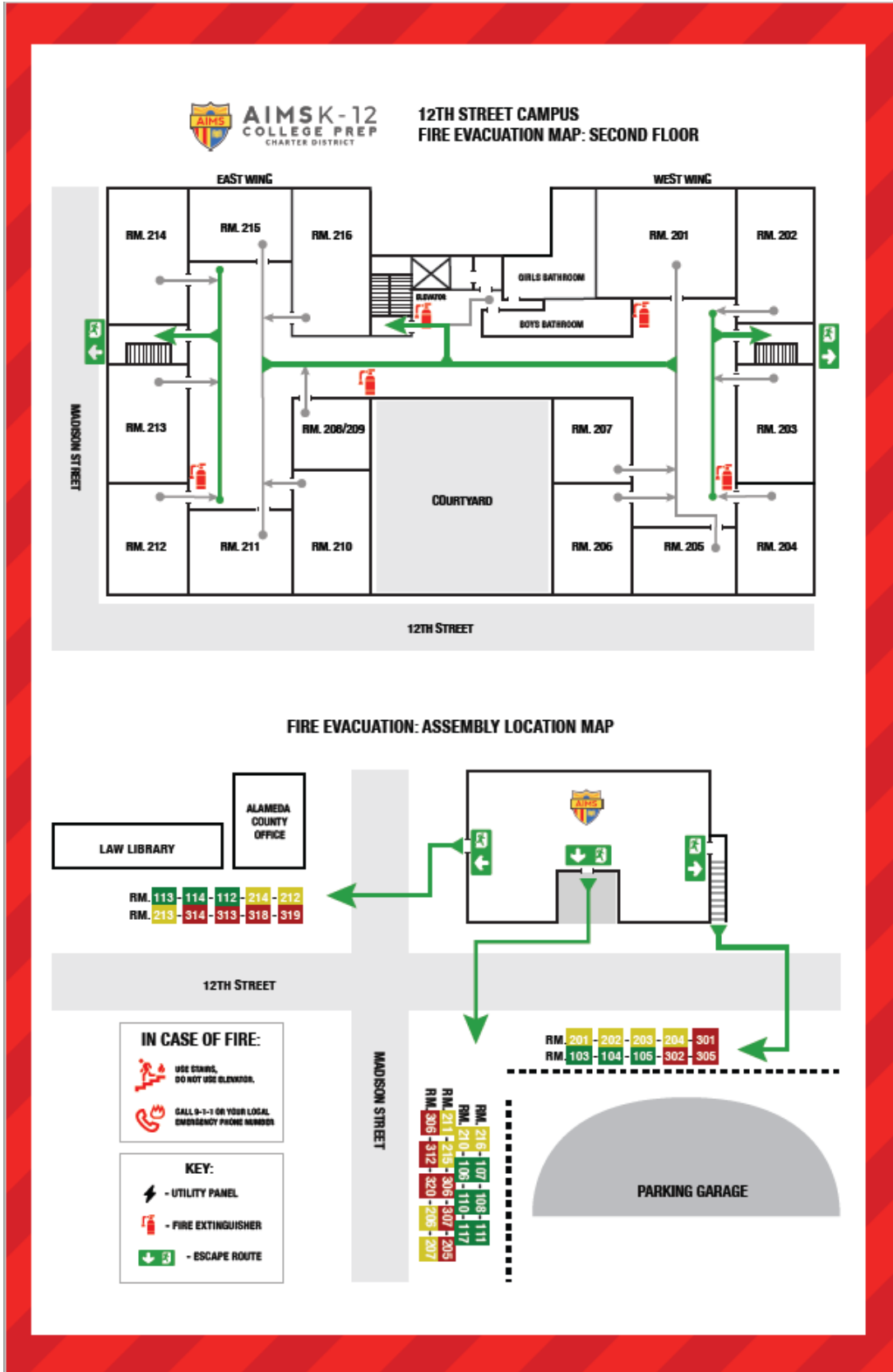
Site Administrator

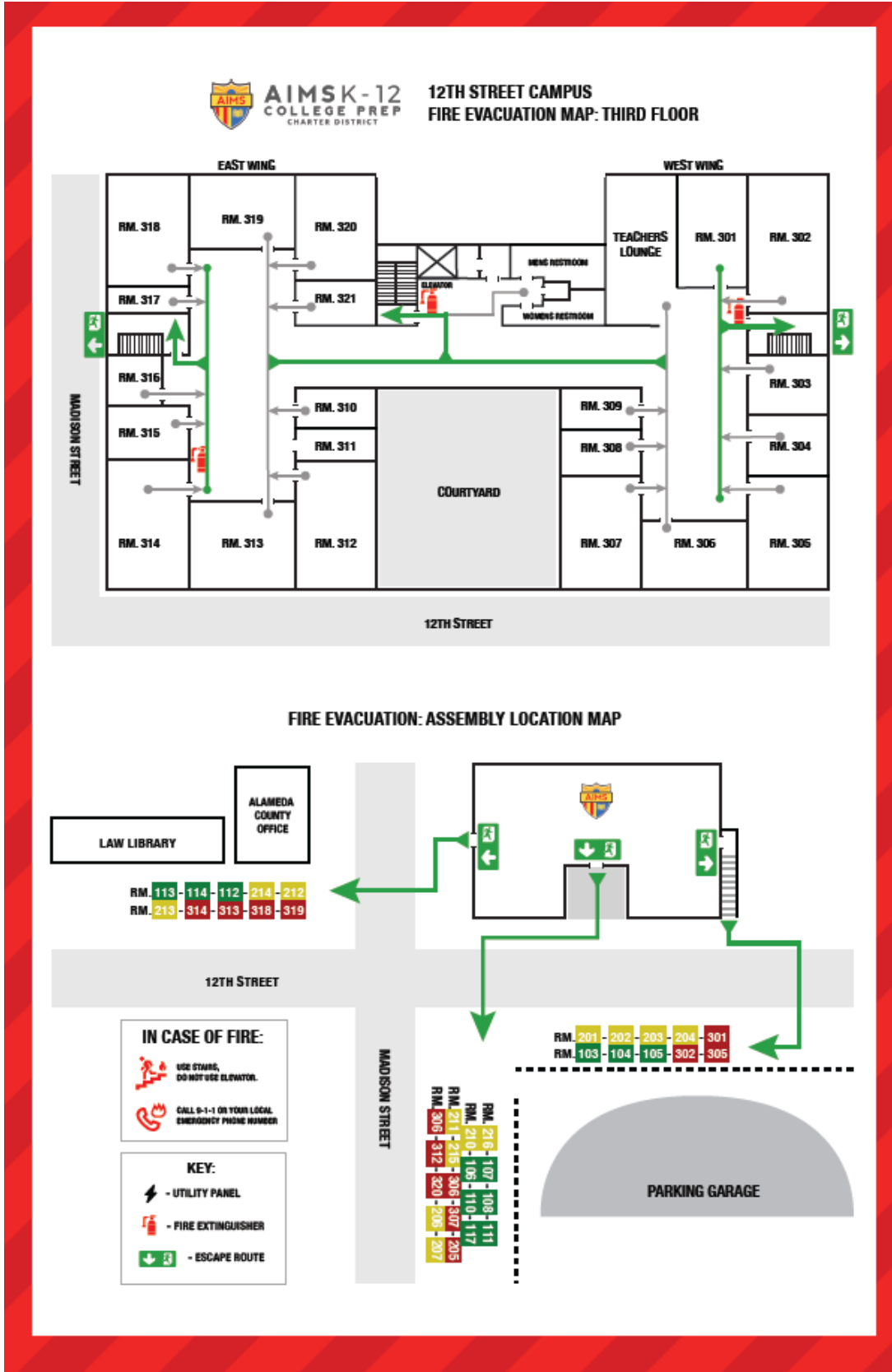
- Order an evacuation if the fire alarm doesn't work and call 9-1-1
- Confirm school wide clearance for all floors
- Check-in with other administrators and report missing persons to a member of the Fire or Police Department immediately.

Site Evacuation Routes & Maps

Room	Primary Fire Exit	Secondary Fire Exit
Room 108	Front Door	Emergency Exit (West - Floor 1)
Room 107	Front Door	Emergency Exit (West - Floor 1)
Room 106	Front Door	Emergency Exit (West - Floor 1)
Room 105	Emergency Exit (West - Floor 1)	Front Door
Room 104	Emergency Exit (West - Floor 1)	Front Door
Room 103	Emergency Exit (West - Floor 1)	Front Door
Room 102	Front Door	Emergency Exit (West - Floor 1)
Room 109	Front Door	Emergency Exit (East - Floor 1)
Room 110	Front Door	Emergency Exit (East - Floor 1)
Room 111	Front Door	Emergency Exit (East - Floor 1)
Room 112	Emergency Exit (East/Floor 1)	Front Door
Room 113	Emergency Exit (East/Floor 1)	Front Door
Room 114	Emergency Exit (East/Floor 1)	Front Door
115/116	Front Door	Emergency Exit (East - Floor 1)
Room 117	Front Door	Emergency Exit (East - Floor 1)
Room 208/209	Front Door	Emergency Exit (East - Floor 2)
Room 210	Front Door	Emergency Exit (East - Floor 2)
Room 211	Front Door	Emergency Exit (East - Floor 2)
Room 212	Emergency Exit (East - Floor 2)	Front Door
Room 213	Emergency Exit (East - Floor 2)	Front Door
Room 214	Emergency Exit (East - Floor 2)	Front Door
Room 215	Front Door	Emergency Exit (East - Floor 2)
Room 216	Front Door	Front Door
Room 201	Emergency Exit (West/Floor 2)	Front Door
Room 202	Emergency Exit (West/Floor 2)	Front Door
Room 203	Emergency Exit (West/Floor 2)	Front Door
Room 204	Front Door	Emergency Exit (West - Floor 2)
Room 205	Front Door	Emergency Exit (West - Floor 2)
Room 206	Front Door	Emergency Exit (West - Floor 2)
Room 207	Front Door	Emergency Exit (West - Floor 2)
Room 301	Emergency Exit (West - Floor 3)	Front Door
Room 302	Emergency Exit (West - Floor 3)	Front Door
Room 303	Emergency Exit (West - Floor 3)	Front Door
Room 304	Emergency Exit (West - Floor 3)	Front Door
Room 305	Emergency Exit (West - Floor 3)	Front Door
Room 306	Front Door	Emergency Exit (West - Floor 3)
Room 307	Front Door	Emergency Exit (West - Floor 3)
Room 308	Front Door	Emergency Exit (West - Floor 3)
Room 309	Front Door	Emergency Exit (West - Floor 3)
Room 310	Front Door	Emergency Exit (East - Floor 3)
Room 311	Front Door	Emergency Exit (East - Floor 3)
Room 312	Front Door	Emergency Exit (East - Floor 3)
Room 313	Emergency Exit (East - Floor 3)	Front Door
Room 314	Emergency Exit (East - Floor 3)	Front Door
Room 315	Emergency Exit (East - Floor 3)	Front Door
Room 316	Emergency Exit (East - Floor 3)	
Room 317	Emergency Exit (East - Floor 3)	
Room 318	Emergency Exit (East - Floor 3)	
Room 319	Emergency Exit (East - Floor 3)	
Room 320	Front Door	Emergency Exit (East - Floor 3)
Room 321	Front Door	Emergency Exit (East - Floor 3)







First Aid

The First Aid area should be located at an assigned place and properly stocked at all times. The First Aid team will consist of individuals assigned by the site administrator or designee.

Site Lockdown Procedures

AIMS will conduct and log at least two lockdown drills per academic year.

If it is determined that a lockdown is necessary to maintain the health and safety of students and staff, an announcement will be made to alert of potential danger. The lockdown code is “Lockdown” and it will be announced through the walkie talkie/intercome. All-Clear signal will be announced through the walkie talkie to students and staff.

Upon hearing shots or being alerted to an event involving serious violence on campus:

ALERT 911. Nothing should discourage a teacher or staff member from immediately contacting 911 themselves should they find themselves in a life and death situation. Seconds count in time of crisis. Law enforcement must be alerted as soon as possible to mitigate the threat.

After receiving a lockdown notification:

1. **Teachers** are to:
 - a. Quickly glance outside the room and direct students or staff members from the hall into the classroom immediately.
 - b. Close and lock classroom doors. The front door will be locked by an administrator.
 - c. Place students against the wall so that students are not visible to an intruder looking through the door or windows.
 - d. Locate and hold on to the roll book to account for students if an evacuation becomes necessary.
 - e. Turn out the lights.
 - f. Keep students quiet and maintain a calm atmosphere in the classroom, keeping alert to emotional needs of students.
 - g. Have cell phone and/or laptops accessible to receive announcements/updates from administration and police officers.
 - h. Keep all students in the classroom until an “All Clear” has been announced through the communication system (ie. walkie talkies/intercom.).

2. **Students** should know:
 1.
 - a. To remain calm and to immediately follow all directives of classroom teachers or administrators.
 - b. To go to the room nearest their location in the hallway.
 - c. That no one will be able to leave the room for any reason.
 - d. That silence must be maintained (students cannot use cell phones).
 - e. To make sure they are marked present if an evacuation occurs.

- f. To not leave the classroom until directed to do so by the classroom teacher, administrator, or police officer.

Staff should also note the following:

- Administrators will use walkie talkies and cell phones to communicate to teachers and staff. Other clerical staff will deliver messages as needed and work with Head of School and Police Services.
- Upon notification of a lockdown, physical education teachers will keep students off-site and remain at their off-site PE location until they receive an All-Clear via cell phone text, walkie talkie or direct call.
- If teachers or students are in the bathrooms, they should move to a stall, lock it, and stand on the toilet until hearing an All-Clear signal
- Anyone in the hallway should move to the closest classroom immediately.
- Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll for all students present in class. Missing students or staff should be reported to administration or law enforcement officer immediately.
- When the emergency is over, a coded "all clear" will be announced.
- Each staff member will document exactly what occurred in their area of responsibility. This will be done as soon as possible.

The Lockdown/Active Shooter

According to the United States Department of Homeland Security, there are three responses to an Active Shooter scenario – Run, Hide or Fight. It is incumbent upon the Site Administrator to adopt a well thought out plan of action, to stick with it (consistency), develop it (seek training and customize the plan to serve a particular school site) and practice it regularly. Which option the school leader chooses is based on where you are when you hear the shots or when you are made aware that there is a perpetrator on site prepared to discharge a firearm. AIMS directs that if a shooting takes place the first priority is to shelter students and staff from danger.

Upon hearing shots or being alerted to an event involving serious violence on campus:

1. ALERT 911. Nothing should discourage a teacher or staff member from immediately contacting 911 themselves should they find themselves in a life and death situation. Seconds

count in time of crisis. Law enforcement must be alerted as soon as possible to mitigate the threat.

2. Institute “lockdown” or “evacuation” protocol.
 - *If the threat on the inside is greater than the threat on the outside – evacuate (run)*
 - *If the threat on the outside is greater than the threat on the inside – lockdown (hide)*
 - *If the lockdown is defeated, at that time a decision will need to be made whether to engage the perpetrator (fight)*
Once a decision has been made to lockdown, do not break lockdown protocol until the entire lockdown has been released.

3. Teachers direct students as to the plan of action for their specific classes (i.e. run, hide, fight, etc.).
Note: Students should be provided age appropriate training in advance of what to do in an active shooter (intruder on campus) scenario.

4. Staff must immediately and continually communicate with other staff and students via all applicable devices the source/location/status of the threat. This will allow for more appropriate courses of actions, i.e. shelter instead of evacuate, vice versa, etc. Continually provide updates as practical until the threat no longer exists.
Note: Communication should only take place if it is safe to do so. In some instances a lockdown will require radio silence and for cell phones to be muted or off.

5. At the conclusion of such an event, an assigned person(s) will control, organize media and distribute media packages.
Note: Have pre-scripted press releases on file. Ensure the person communicating with the media has been trained.

6. Shortly after the conclusion of an event, an assigned person(s) will ensure that counseling services are available as soon as possible.

Site Emergency Procedures for Special Needs Students

1. Procedures for special needs students may need to be implemented in emergency situations such as fire, earthquake, bomb threats, etc.
2. At the beginning of each school year, an Individual Emergency Procedures Plan must be completed to accommodate each student who requires additional assistance due to a disability. This includes students with physical impairments who may require:
 - a. wheelchair on a daily basis
 - b. specialized equipment
 - c. physical assistance to evacuate in a timely manner
3. Each plan requires that support staff be designated as specialized assistants during times of emergency.
4. The Assigned Specialist is responsible for:
 - a. identifying all students who will require additional assistance

- b. working with the designated certificated staff (classroom teachers) and the site administrator to ensure that coverage and a plan is completed for each student

*** Since new students may arrive at any time during the school year, this assignment will be continuous throughout the year.**

- 5. Use the format below to complete an Individual Emergency Procedures Plan for each special needs student. Place a copy of the plans in the Site Emergency Operations Plan and with the individual classroom teacher’s emergency materials. (class roster, etc.)

Individual Student Emergency Procedures Plan		
Student:	Room #:	Teacher:
Designated Specialized Assistants: <i>(identify two staff in this area)</i>		
Required Equipment or Physical Assistance Needed to Evacuate in a Timely Manner <i>(complete below)</i>		

DISASTER PLANS

Whenever there is any type of disaster, the primary concern is the safety of the students. The following general guidelines will offer assistance in a variety of disaster situations. Each teacher should also display Disaster Plan guidelines prominently in each classroom. Nothing in these guidelines should discourage a teacher or staff member from immediately contacting 911 themselves should a life and death emergency exist. Seconds count in time of crisis. Emergency personnel must be alerted as soon as possible to mitigate disaster.

Fire

1. Siter Administrator, custodians and/or office manager will determine the location of the fire.
2. Office manager will phone 911, picks up emergency card binder and student medication and leaves the building prepared to phone parents of any injured child.
3. Custodian or Siter Administrator will sound the fire alarms.
4. Staff will follow evacuation procedures previously described.
5. Students should leave the room in a single file, walk briskly but carefully, and stay in their class group when they reach their designated spot.

Earthquake

If indoors:

1. Utilize solid desks and tables for cover from falling objects and debris.
2. Turn away from windows.
3. Utilize solid interior walls and archways.
4. Cover head with arms or hold to the cover and be prepared to move with it.
5. Hold the position until the ground stops shaking.
6. When initial shaking stops, Siter Administrator or office manager sounds alarms to evacuate the building.
7. Staff to follow evacuation procedures previously described.

If outdoors:

1. Move away from buildings, poles and overhead wires.
2. Lie down or crouch low to the ground.
3. Look out for dangers that demand movement.
4. Be prepared to seek cover again soon after initial quake due to after shocks.
5. Staff to follow evacuation procedures previously described.

Flood/ Severe Weather

Warnings of severe weather are usually received via the EAS. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

The Siter Administrator will assess the situation and make an announcement via applicable communication device(s) to A) evacuate, B) stay in classes or C) release students to go home. See emergency procedures previously described for evacuation directions.

(UTILITY SERVICE FAILURE – custodial staff should familiarize themselves with the appropriate service provider numbers and websites. Be able to identify pole numbers and which service provider is using them, i.e. electric company versus cable company, etc.)

Electrical Failure

1. Siter Administrator and/or custodian notify the appropriate electrical company (PG&E)
2. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored.

Gas Line Break

1. Siter Administrator and/or custodian notify PG&E.
2. Siter Administrator and/or custodian notify the Fire Department.
3. Staff to follow the evacuation procedures previously described.

Water Main Break

1. Siter Administrator and/or custodian immediately notifies the local water control authority.
2. Custodian shuts off water.
3. Siter Administrator determines if it is necessary to follow the emergency procedures to evacuate students and staff.

Water Contamination

1. Instruct teachers to move students away from drinking fountains and sinks.
2. Notify school office and APS headquarters.
3. Have custodian turn off pressure to drinking fountains and sinks.

Chemical Spill/ Incident

If Indoors:

1. Block or rope off area – DO NOT TOUCH ANYTHING.
2. Evacuate room and TURN OFF air conditioning system.
3. Notify school office and Head Custodian of the incident - contact 911 if necessary.
4. Head Custodian should check for chemical safety data to determine clean up procedure.

If Outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) the Siter Administrator will determine if students should be evacuated.
2. Move away from buildings, poles and overhead wires.
3. Close doors and windows and TURN OFF air conditioning system.
4. If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.
5. Give first aid.
6. Staff to follow the emergency procedures previously described.

Lockdown/Active Shooter

Several strategies/philosophies exist in relation to how to properly respond to school site violence , Run- Hide-Fight, etc.). In the wake of many notable campus shootings, both public and private entities have devised different courses of action to take in the event of the “worst case scenario” (refer to list of sources located at the beginning of the Emergency Preparedness section). It is incumbent upon the Siter Administrator to adopt a well thought out plan of action, to stick with it (consistency), develop it (seek training and customize the plan to serve a particular school site) and practice it regularly. Which option the school leader chooses is based on where you are when you hear the shots or when you are made aware that there is a perpetrator on site prepared to discharge a firearm. AIMS K-12 directs that if a shooting takes place the first priority is to shelter students and staff from danger.

Upon hearing shots or being alerted to an event involving serious violence on campus:

1. ALERT 911. Nothing should discourage a teacher or staff member from immediately contacting 911 themselves should they find themselves in a life and death situation. Seconds count in time of crisis. Law enforcement must be alerted as soon as possible to mitigate the threat.
2. Institute “lockdown” or “evacuation” protocol.
 - a. If the threat on the inside is greater than the threat on the outside – evacuate (run)
 - b. If the threat on the outside is greater than the threat on the inside – lockdown

(hide)

- c. If the lockdown is defeated, at that time a decision will need to be made whether to engage the perpetrator (fight)

Once a decision has been made to lockdown, do not break lockdown protocol until the entire lockdown has been released.

3. Teachers direct students as to the plan of action for their specific classes (i.e. run, hide, fight, etc.).
4. Staff must immediately and continually communicate with other staff and students via all applicable devices the source/location/status of the threat. This will allow for more appropriate courses of actions, i.e. shelter instead of evacuate, vice versa, etc. Continually provide updates as practical until the threat no longer exists.
Note: Communication should only take place if it is safe to do so. In some instances a lockdown will require radio silence and for cell phones to be muted or off.
5. At the conclusion of such an event, an assigned person(s) will control, organize media and distribute media packages.
Note: Have pre-scripted press releases on file. Ensure the person communicating with the media has been trained.
6. Shortly after the conclusion of an event, an assigned person(s) will ensure that counseling services are available as soon as possible.

Bomb Threat

There are two primary ways a bomb threat may arise. One is through a phone call or written letter in which a bomb is discussed. The other is through the sighting of a suspicious object. Threats should be handled quickly and efficiently as if they were real and life threatening.

If there is a phone call or written threat of a bomb on campus, the person who took the call or read the note will:

1. Notify Siter Administrator immediately.
2. Immediately notify law enforcement via 911. Never use alternate numbers to contact law enforcement as a bomb threat is considered a “crime in progress”. Danger may be imminent. Emergency responders need as much for warning as possible.
3. Try to obtain information from the caller such as where the bomb is, where it is set to explode, what it looks like, what kind of bomb it is, why it is there and who the caller is. Note any identifying features about the caller (i.e. gender, speech patterns).

If there is a sighting of a suspicious object, the person would:

1. Notify Siter Administrator immediately.
2. Do not touch the object but note any identifying features to describe it to the Siter Administrator and emergency crews.

In all cases:

1. If the Siter Administrator determines the need to evacuate, staff follows emergency procedures previously described.
2. Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated. However, a staff member may be asked

to accompany emergency responders to assist in pointing out any suspicious/unfamiliar objects or packages.

3. If you see any suspicious object, steer clear of it and report it to the Siter Administrator and/or emergency responders. Follow the directives of all emergency responders.
4. NEVER use devices that transmit radio frequencies such as cellular phones or walkie-talkies as the frequencies may set off an explosive device(s).

Explosion

If indoors:

1. Take cover within, next to, or under solid objects or walls. Solid materials such as concrete walls can serve as adequate shelter in a blast. Be familiar with possible areas of indoor cover at your school site ahead of time.
2. Turn away from glass windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover.
5. Hold the position until directed to evacuate the building.
6. Staff will follow the emergency procedures previously described.

If outdoors:

1. Move away from buildings, poles and overhead wires.
2. Lie down or crouch low to the ground. Solid materials such as concrete parking lot/playground curbs and planters can serve as adequate shelter in a blast. Be familiar with those possible areas of outdoor cover at your school site ahead of time.
3. Look out for dangers that demand movement.
4. Staff to follow emergency procedures previously described.

Death/Suicide

1. Siter Administrator will be notified in the event of a death or suicide on campus.
2. Assigned person(s) will phone 911.
3. Assigned person(s) will phone APS headquarters.
4. Siter Administrator will notify teachers to keep students in their classrooms until informed otherwise.
5. Assigned person(s) will control and organize media. Distribute media packages and/or make references to the appropriate school website that contains media information.
6. Assigned person(s) will notify relatives where the victim(s) have been taken and not divulge unnecessary details.
7. Assigned person(s) will ensure that counseling services are available as soon as possible.

Intruders/ Vicious Animals

1. Institute lockdown or evacuation protocol.
2. Nothing should discourage a teacher or staff member from immediately contacting 911 themselves should a life and death emergency exist. Seconds count in time of crisis. Emergency personnel must be alerted as soon as possible to mitigate disaster.
3. If it is unclear as whether or not an unfamiliar person is authorized on campus or an

animal is truly vicious, contact the main office to assist with confirmation/clarification. Office staff can take appropriate action at that point (i.e., contact Police or animal control agency).

Allergic Reaction

There are many types of medical conditions that may trigger an allergic reaction, among them anaphylactic shock, diabetes and sickle cell anemia. Possible symptoms of an allergic reaction include skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue, restlessness, sweating, fright, shock, shortness of breath, vomiting, cough and hoarseness. School nurses have a specialized health care plan for certain conditions and should be contacted for any sign of allergic reaction.

STAFF ACTIONS:

1. If imminent risk, call 911.
2. Send for immediate help (First Aid, CPR, medical) and medication kit (for known allergies).
3. Notify Site Administrator.
4. Assist in getting "Epi" (Epinephrine) pen for individuals who carry them (usually in backpack), and prescription medications (kept by health coordinator).
5. If an insect sting, remove stinger immediately.
6. Assess situation and help student/staff member to be comfortable.
7. Move student or adult only for safety reasons.

SITE ADMINISTRATOR ACTIONS:

1. If imminent risk, call 911 (always call 911 if using "Epi" pen).
2. Notify parent or guardian.
3. Administer medication, by order of a doctor, if appropriate; apply ice pack to affected area, keep victim warm or take other actions as indicated.
4. Observe for respiratory difficulty.
5. Attach a label to the person's clothing indicating: time & site of insect sting or food ingested, name of medicine, dosage and time administered.

OTHER PREVENTATIVE/SUPPORTIVE ACTIONS:

1. Keep an "Epi" pen in the school office and notify staff as to location.
2. Emergency health card should be completed by parents for each child and should be easily accessible by school personnel.
3. Provide bus drivers with information sheets for all known acute allergic reactors.

PUBLIC AGENCY ACCESS

Public shelters are managed by the American Red Cross, and all shelter operations are coordinated through the Office of Emergency Services and AIMS Administrative Service Offices Personnel. AIMS will comply with all public agencies, such as the Red Cross, to establish the school building, school grounds and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. AIMS shall cooperate

with the public agency in furnishing and maintaining the services as the AIMS may deem necessary to meet the needs of the community.

GROUNDS FOR SUSPENSION AND EXPULSION

Out of school suspension is a disciplinary measure that must be executed when extreme safety concerns or egregious behavior have been displayed.

In the case of fights or other acts of violence, suspension is automatic.

With the exception of extreme concerns (at the determination of the School Administrators or their designate), generally, suspensions will not be more than two days.

In-School Suspension

Suspension - Out of school suspension is a last resort action. Buddy classroom placement should be utilized. Students should first have detentions and Saturday School prior to most suspensions. Parent shadowing should be used prior to most suspensions. In-house suspension should be used prior to most suspensions. In the case of fights or other acts of violence, suspension is automatic. Actions leading up to expulsion warrant suspension. With the exception of extreme concerns, suspensions shall not be more than two days.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (“IDEA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder, and shall inform him or her of the basis for which the pupil is being involuntarily removed and his or her right to request a hearing to challenge the involuntary removal. If a parent, guardian, or educational rights holder requests a hearing, the AIMS K12 shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student’s parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until AIMS K12 issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated below.

Suspension/Discretionary Expulsion Conduct

The School Administrator or designee may suspend from school or recommend for expulsion a pupil if he or she determines that the pupil has committed one of the following acts:

- A. **Physical Injury or Violence:** Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon another person, except in self-defense. A pupil who aids or abets in infliction of physical injury to another may be suspended but not expelled.
- B. **Dangerous Object:** Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from the Site Administrator or the designee of the Site Administrator.
- C. **Drugs or Alcohol:** Unlawfully possessed, used, or otherwise furnished, or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- D. **Look-Alike Substance:** Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person a replica substance.
- E. **Robbery/Extortion:** Committed or attempted to commit robbery or extortion.
- F. **Property Damage/Vandalism:** Caused or attempted to cause damage to school property or private property, including electronic files and databases.
- G. **Theft:** Stolen or attempted to steal school property or private property.
- H. **Tobacco:** Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets.
- I. **Obscenity/Profanity/Vulgarity:** Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. **Drug Paraphernalia:** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- K. **Receipt of Stolen Property:** Knowingly received stolen school property or private property
- L. **Imitation Firearm:** Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- M. **Witness Harassment or Intimidation:** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either

preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

- N. **Prescription Drug Soma:** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- O. **Hazing:** Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- P. **Bullying/Electronic:** Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined herein, directed specifically toward pupil or school personnel.

1. **“Bullying”** means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils or school personnel that has or can be reasonably predicted to have the effect of one or more of the following:

- a) Placing reasonable pupil or school personnel in fear of harm to that pupil’s or school personnel’s person or property.
- b) Causing reasonable pupil or school personnel to experience a substantially detrimental effect on his or her physical or mental health.
- c) Causing a reasonable pupil to experience substantial interference with his or her academic performance, or school personnel with his or her job performance.
- d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

2. **“Electronic act”** means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- a. A message, text, sound, video, or image.
- b. A post on a social network Internet Web site, including, but not limited to:
- c. Posting to or creating a burn page. **“Burn page”** means an Internet Web site created for the purpose of bullying.
- d. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). **“Credible impersonation”** means to knowingly and without

consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

e. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). **“False profile”** means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

f. An act of cyber sexual bullying: i. For purposes of this clause, **“cyber sexual bullying”** means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

1. For purposes of this clause, **“cyber sexual bullying”** does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
2. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
3. **“Reasonable pupil”** means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Q. Sexual Harassment: The pupil has committed sexual harassment. The harassing conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.

R. Hate Violence: The pupil has caused, attempted to cause, threatened to cause, or participated in a “hate crime.” “Hate crime” means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim: disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

S. Harassment, Threats, or Intimidation: The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

T. Terroristic Threats: The pupil has made terroristic threats against school officials or school property, or both. For the purposes of this section, “terroristic threat” shall include any statement,

whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

- I. Parent/Guardian will be notified in all cases of violations.
- II. Administration will determine discipline based upon the following criteria:
 - A. Seriousness of offense
 - B. Circumstances of situation
 - C. Student's prior disciplinary records
 - D. Any other extenuating circumstances

Suspension Procedures

The site leaders are afforded a great deal of discretion in determining appropriate punishments, unless a mandatory expulsion offense is identified.

Even if suspension is deemed appropriate, the site administrator may opt for supervised in-school suspension.

If the School Administrator or Division Heads or designee determines that suspension is appropriate, a school employee shall make a reasonable effort to contact the pupil's parent or guardian in person or by telephone. Whenever a pupil is suspended from school, the parent or guardian shall be notified in writing of the suspension.

The School Administrator or Division Heads or designee shall report the suspension of the pupil, including the cause therefore, to the Superintendent.

A parent conference will be scheduled to discuss the matter with the School Administrators or designee. Whenever practical, the teacher or staff member who witnessed the offense will also be present. At this conference, the administration and the parent or guardian will discuss the causes, duration, school policy involved, and any other matters pertinent to the suspension.

Any pupil who is suspended for five days or fewer must complete all assignments and tests missed during the suspension within three school days of their return. Any pupil who is suspended for more than five days will have five school days after their return to complete all assignments and tests missed during suspension.

Administration has the authority to lengthen the amount of time a pupil has to make-up his or her work, as appropriate in a given situation. Assignments submitted late will receive no credit.

Expulsion Requirements

All 48900 offenses as spelled out in the California Education Code automatically warrant an expulsion hearing. Students may also be expelled for repeated excessive behavioral concerns. AIMS expulsion forms must be used in the process. Legal Timelines must be adhered to without exceptions. All relevant witnesses, teachers and administrators must be present at the hearing. Parents must be informed in writing of the expulsion. (This section also appears in the behavior section.)

Students who commit offenses that result in a recommendation for expulsion or mandatory expulsion, or whose conduct falls under **“Suspension/Discretionary Expulsion”** (excluding disruption or defiance) will be referred to the School Administrator or designee. If a teacher observes disruptive or defiant conduct, the teacher will make a determination as to whether or not administrative intervention is required. Otherwise, they may follow the school’s discipline policies to ensure proper student conduct.

To determine whether or not an offense meets the guidelines for suspension or expulsion, the Superintendent and the School Administrator or designee will meet with the pupil and school employee who referred the pupil for discipline. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to respond. If an “emergency situation” exists, the pupil may be excluded from this meeting. “Emergency situation” means a situation determined by the School Administrator or designee to constitute a clear and present danger to the life, safety, or health of pupils or school personnel. If a pupil is suspended without a conference before suspension, both the parent and the pupil shall be notified of the pupil’s right to a conference.

Unless an offense results in a recommendation for expulsion or mandatory expulsion, as a matter of policy, American Indian Model Schools consider suspension and discretionary expulsion a punishment of last resort. Suspension and discretionary expulsion shall be imposed only when other means of correction fail to bring about proper conduct. Therefore, our schools will first consider the appropriateness of other disciplinary avenues before suspending or expelling a student.

If a pupil has committed a suspension-eligible offense, then the school administrator has the authority to recommend expulsion. Expulsion will be used as a tool of last resort for students whose conduct is so egregious that it is unlikely to be changed by any other means and whose behavior poses a threat to the safety of a member of the school community or significantly limits the ability of other students to effectively learn.

In addition to any school action, suspected criminal activity will be reported to the police and appropriate legal consequences may result.

For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the CDE, AIMS K12 Schools will identify, by offense committed, in all appropriate records of a pupil each suspension or expulsion of that pupil.

AIMS K12 will notify the District of Residence within 30 days of all transfers, disciplinary or not. For all

students who are expelled, the school will contact the District of Residence to notify them of the terms of the expulsion.

Expulsion Hearings and Process

The School Administrator recommends expulsion by clearly defining the facts and situation in writing to the AIMS K12 Superintendent.

The AIMS K12 Superintendent decides whether or not to recommend expulsion to the Board.

Within 30 school days of a recommendation for expulsion from the Superintendent, the Board will hold a hearing to determine if it is appropriate to expel the pupil. The pupil may request, in writing, a postponement of no more than 30 calendar days. Any additional postponement may only be granted at the discretion of the Board.

Within 10 school days after the conclusion of the hearing, the Board shall decide whether to expel the pupil.

If compliance by the Board with the time requirements for the conducting of an expulsion hearing under this subdivision is impracticable, the Superintendent may, for good cause, extend the time period for the holding of the expulsion hearing for an additional 5 school days.

Written notice of the hearing shall be forwarded to the pupil at least 10 calendar days prior to the date of the hearing by the Board Secretary and shall include:

- a. The date and place of the hearing.
- b. A statement of the specific facts and charges upon which the proposed expulsion is based.
- c. A copy of the disciplinary rules of the school district that relate to the alleged violation.
- d. A notice of the parent, guardian, or pupil's obligation upon enrollment in another school district to inform the receiving school district of his or her status with the previous school.
- e. Notice of the opportunity for the pupil or the pupil's parent or guardian to appear in person or to be represented by legal counsel or by a non-attorney adviser, to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the pupil's behalf, including witnesses.

The Board shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public, unless the pupil requests, in writing, at least five days before the date of the hearing, that the hearing be conducted at a public meeting. Regardless of whether the expulsion hearing is conducted in a closed or public session, the Board may meet in closed session for the purpose of deliberating and determining whether the pupil should be expelled.

A record of the hearing shall be made. The record may be maintained by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made.

Technical rules of evidence shall not apply to the hearing, but relevant evidence may be admitted and given probative effect if it is the kind of evidence upon which reasonable persons are accustomed to rely

in the conduct of serious affairs. A decision of the Board to expel must be supported by substantial evidence showing that the pupil committed the act(s) of which he or she is accused.

The final action to expel a pupil shall be taken only by the Board in an open session. Written notice of any decision to expel or to suspend the enforcement of an expulsion order during a period of probation must be sent by the board president or his or her designee to the pupil or the pupil's parent or guardian.

The Board shall maintain a record of each expulsion, including the cause therefore. Records of expulsions shall be a non-privileged, disclosable public record subject to FERPA. The expulsion order and the causes therefore shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school in which the pupil subsequently enrolls upon receipt of a request from the admitting school for the pupil's school records.

Suspending an Expulsion Order

The Board, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the pupil has satisfactorily completed the rehabilitation program.

During the period of the suspension of the expulsion order, the pupil is deemed to be on probationary status. The Board may revoke the suspension of an expulsion order under this section if the pupil commits any of the acts designated as Suspension/Discretionary Expulsion Conduct or violates any of the school's rules and regulations governing pupil conduct. When the Board revokes the suspension of an expulsion order, a pupil may be expelled under the terms of the original expulsion order.

Upon satisfactory completion of the rehabilitation assignment of a pupil, the Board shall reinstate the pupil and may also order the expungement of any or all records of the expulsion proceedings.

Readmission to the Charter

An expulsion order shall remain in effect until the Board orders the readmission of a pupil. At the time an expulsion of a pupil is ordered for an act other than Mandatory Expulsion Conduct, the Board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the pupil shall be reviewed for readmission. For a pupil who has been expelled for an act of Mandatory Expulsion Conduct, the Board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission, except that the Board may set an earlier date for readmission on a case- by-case basis.

The Board shall recommend a plan of rehabilitation for the pupil at the time of the expulsion order, which may include, but not be limited to, periodic review as well as assessment at the time of review for readmission. The plan may also include recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs.

Any pupil who has been expelled and who seeks readmission, must submit a request to the Board President in writing no more than 21 (but no less than 7) calendar days before the end of the term of the expulsion. In addition, the pupil must provide documentation that all conditions for rehabilitation set by the Board have been met.

Upon completion of the readmission process, the Board shall readmit the pupil, unless the Board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety or to other pupils or employees of the school. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered.

If the Board denies the pupil's request for readmission, the Board shall provide written notice to the expelled pupil and the pupil's parent or guardian describing the reasons for denying the pupil re-admittance into the school.

PROCEDURES FOR NOTIFYING TEACHERS OF DANGEROUS PUPILS

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended, site leadership will send a notification out to the relevant teachers with required information. The teacher can also access the suspension by looking at the student's discipline screen. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is CONFIDENTIAL, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent of the school's authorizing district regarding students who have engaged in certain criminal conduct. This information is forwarded to the Site Administrator. The Site Administrator is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and the student's counselor.

HARRASSMENT, DISCRIMINATION, AND BULLYING POLICY

AIMS K12 is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination based on the actual or perceived characteristics set forth in Penal Code Section 422.5, Education Code Section 220 and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration status or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

AIMS K12 believes that all students and employees have a right to a safe, equitable and harassment-free school environment. As a school, we have an obligation to promote mutual respect, tolerance and acceptance. AIMS K12 prohibits any acts of discrimination, harassment, and bullying on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology and through other electronic means, consistent with this policy. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

For additional information, please read the Section on School Code of Conduct and Disciplinary Procedures.

SCHOOL PROCEDURES/POLICIES

Notice of Regulations

The AIMS K-12 administration shall ensure that students and their parents/ guardians are notified in writing upon enrollment of all discipline policies, rules and procedures. This plan describes expectations for student behavior, plans for managing student behavior and consequences for not adhering to expectations.

Student Dress Code Policy

All students at AIMS, grades K-12, must adhere to the dress code while on the school campus. Teachers and administrators are responsible to ensure this code is adhered to. Students not in dress code will receive detentions and other applicable consequences.

Dress code K-5

- Solid White or Navy polo or collar shirt
- Solid White or Navy sweater or jacket
- Solid Khaki or Navy below knee jumper, below knee dress, pants, below knee shorts or skirt
- All Black, White, Blue, or Brown shoes
- No showing jewelry
- No makeup
- No artificial nails

Dress code 6-8

- Solid White or Navy polo or collar shirt
- Solid White or Navy sweater or jacket
- Solid Khaki or Navy below knee jumper, below knee dress, uniform pants, below knee shorts or skirt
- All Black, White, Blue, or Brown shoes
- No showing jewelry
- No makeup
- No artificial nails
- AIMS Swag on Fridays

Dress code 9-12

- Solid White or Navy polo or collar shirt
- Red AIMS Jacket
- Solid White or Navy sweater or jacket
- Solid White or Navy below knee jumper, below knee dress, pants, below knee shorts or skirt

- All Black, White, Blue, or Brown shoes
- No showing jewelry
- Natural colored artificial nails no longer than you normal nail bed length
- AIMS SWAG may be worn daily

Parent Communication Policies

It is very important to ensure that communication between your home and the school is a continuous process. To stay informed of all meetings and events, please check the monthly calendar and the school website on a regular basis.

Communication is key to AIMS being a healthy environment for students and adults. Follow these tips to effectively communicate:

With Teachers:

Parents have an opportunity to meet with teachers at Back-to-School Night and Open House in the Fall.

Parents may receive personal phone calls or emails periodically from their child's teachers.

Parents will meet with teachers for a parent/teacher conference at least once each semester. All parents are encouraged to attend teacher conferences and/or to contact teachers to meet with them throughout their child's high school years.

Parents may contact teachers by written notes, phone calls, emails, or communicate through Parent Square.

Parents may also make an appointment to meet with the teacher during their scheduled preps or open "office hours," or according to the teacher's availability. We encourage all parents to be proactive in their communication with teachers, and not only when problems may arise.

You can contact a teacher by:

1. Calling the school and leaving a message on the voice mail system; the teacher will return your **call within 48 hours**
2. Writing a note to the teacher and sending it with your student
3. Sending an email or Parent Square
4. Making an appointment to meet with the teacher during their scheduled open "office hours," or according to the teacher's availability.

With the School:

1. The AIMS website, AIMS Standard, and AIMS handbook contain answers to many of the questions parents and community members may have. Please consult these prior to contacting the school with questions.
2. Parents may contact the school with written notes, phone calls, or emails if they have questions or concerns, or make an appointment with the appropriate person to address your

concerns.

3. Progress reports are given every three weeks, and must be signed by parent/ guardian(s) and returned to school.
4. Report cards will be distributed every nine weeks, and parents must meet with teachers if their student is failing or if teachers request a conference.
5. Student progress, grades, attendance are also available on PowerSchool. Grades are updated on a weekly basis.
6. AIMS Newsletters will be emailed via Parent Square.
7. Memos and flyers are sent home on an as needed basis.
8. Back-to-School Night, scheduled in the Fall, is an opportunity for parents/guardians to meet their child's teachers, to get an overview of grade level curriculum and expectations, and to learn more about the school from the School Administrator and your child's teacher.
9. Family Advisory Council (FAC) is the vehicle for parents to learn on a monthly basis about school activities and meet to support those activities.
10. Local Control Accountability Plan (LCAP) is where stakeholders learn about the budget and to provide input.
11. School Site Council (SSC) is where decisions are made regarding Federal Funds
12. Board meetings are a time for the board to meet and discuss governance. Visitors are welcomed and protocols for behavior and structure must be followed by attendees.

With your child during the school day:

If you need to communicate with your child during school, call the office and leave a message for your child. That message will be given to your child. Please make all carpool or after school pick up arrangements with your child before the school day.

Parent Involvement Guidelines

The involvement of parents in the classroom or at the school is greatly encouraged. Along with being a school volunteer, parents may visit the classroom as an observer. Parents are welcome to request an observation period at any time.

However, teachers have the right to refuse unscheduled observation requests. The best way to plan an observation is to follow these procedures:

1. Schedule a date and time with the teacher by leaving a message for them in the main office or contacting them during their office hours.
2. Explain the purpose for the observation.

Note: Observation times may be limited. During observations, teachers and support staff are not available for any one-on-one discussions or conferences. These meetings may be scheduled for a later time.

Our goal is to create the strongest possible partnership between home and school in order to increase student achievement and success. Parents are our most important partners in the road to student success. We strongly believe that students will find greater levels of academic success when their home and school share similar values about learning, develop a positive relationship, and work together to build a strong partnership.

To ensure the development of authentic and productive relationships with parents, AIMS K12 offers a variety of opportunities for you to be involved in the academic life of your child at the classroom and school levels. We further demonstrate our commitment to forging genuine partnerships with all parents by offering high-quality family services, including a comprehensive parent workshop program.

Ways to Participate at AIMS

Become a School Instructional Volunteer:

Throughout the school year opportunities will arise for you to volunteer in your student's classroom, in the school, and for special events. AIMS K12 encourages and welcomes your involvement and participation as a volunteer. We ask that you follow certain policies and guidelines as a school volunteer as outlined in the following section "School Volunteer Guidelines."

Family Advisory Council:

AIMS K12 has a Family Advisory Council (FAC), which serves as an advisory forum for parents to engage the AIMS K12 staff and other parents. The council will consist of the School Administrators, Parent Engagement Coordinator, teachers, other staff members, and parents. Students will also be encouraged to participate so that they may help shape school policy.

LCAP Advisory Committee And SSC:

The LCAP Advisory Committee and SSC recommends modifications to the strategic plan to reflect changing needs and/or priorities. Also, the LCAP Advisory Committee will provide input on: LCAP, SPSA curricula and instructional strategies, staff professional development, the school budget, parent involvement, staff stipends, and the school calendar. The LCAP Advisory Committee and SSC will meet monthly during the academic year. Ultimately, the goal is to ensure that there is two-way communication between the school, parents and all its stakeholders.

Election of parent representatives and other community members are held during the fall of each school year. Nomination forms for parent and community members shall be distributed at each school site and sent home to parents. New members and alternates shall be installed by the October meeting.

Other special program/project committees may be established for specific purposes such as fundraising activities, special events, etc.

Participate in Parent Workshops:

Various Parent Workshops and school special events and activities will be held during the school year. Throughout the year the school may offer educational opportunities for the continuing education of parents/guardians. Such opportunities may include classes on parenting, health topics, open communication, job training, domestic violence, and English Language Development. Other opportunities include families having the option to attend DLAC, ELAC, Wellness and Family Advisory meetings. All meeting spaces and workshops are open to families.

School Volunteer Guidelines

Volunteer Procedures:

Any person interested in participating in a school's volunteer program must complete the volunteer application through the parent resources section on AIMS website:

<https://aimsk12.org/family-message>.

A volunteer for a single event that takes place for the duration of one day only does not need to submit an application but must be checked by a school administrator against the California Megan's Law online database at <http://www.meganslaw.ca.gov>.

The Parent Community Liaison must confirm and verify that the volunteer has met all requirements, including:

- Completed and signed volunteer application
- Megan's Law clearance
- Tuberculosis test clearance (no more than two years old)
- Live Scan Fingerprinting required

Volunteer applicants need to be fingerprinted only once during their volunteer service. AIMS adheres to the California State statutes pertaining to supervised volunteerism in public schools. Fingerprinting clearance by the FBI and the DOJ is required for the following persons:

- Persons providing direct instruction to students regardless of the number of hours engaged in such activity, even if supervised by a certificated employee
- Persons volunteering in any school for more than 16 hours per week, regardless of supervision
- Persons volunteering for less than 16 hours per week under general supervision and whose duties require significant contact with students, as determined by the school Site Administrator, including the following: unch supervision assistants/food handlers

School volunteers are required to sign in at the school office upon entering the campus and sign out when they exit the campus.

Volunteer Guidelines

Classroom and student work is always confidential. Please don't discuss student problems with anyone except the teacher or School Administrator. Try not to compare children within the classroom. Since there are as many methods as there are teachers, please do not compare different methods of teaching. There is no defined best way to teach. Work positively for the good of the school. Constructive criticism should be directed only to the supervising teacher or school administrator. When you are volunteering in the classroom, please remember that you are doing so under the direction of the teacher. Ask questions! If something is unclear, please ask for clarification. If you have any questions about volunteer policies and procedures, please contact the Administrative Assistant to the School Administrator.

CAMPUS SAFETY AND SECURITY

The school will train and maintain practices and procedures so that the campus is physically secure and safe.

Entrances and Exits

The site administrator should develop procedures so that students, staff, parents and community members can enter and exit the building in a safe and orderly way, and that the building is secure

from unauthorized entry during non-school hours, as follows:

- Designating individuals to lock the school building and/or grounds when not in use
- Training school staff members to maintain the security of the building when working during non-regular working hours (e.g. not propping doors open, re-securing the building after leaving)
- Maintaining a practice of locking doors that are not being regularly used, even during school hours
- Posting signs requesting that visitors sign in at the main office
- Establishing a culture in which any adults without a visitor or staff badge and any children not enrolled at the school are escorted immediately to the main office
- Periodically testing the security system according the manufacturer or vendor instructions, to ensure it is functioning
- Creating a dismissal plan and student pick-up traffic plan to avoid congestion of the local streets, and to prevent students from crossing traffic unnecessarily

Releasing Students

AIMS K-12 employees are responsible for releasing students to parents, legal guardians or other persons designated by parents or legal guardians, unless formally modified by a court order served to the school.

In the event that employees are uncertain of the propriety of releasing a student, they should locate or contact the site administrator, site administrator's designee or Dean of Students before releasing the student.

Visitors Policy

All visitors to school sites must report to the school office when entering and receive authorization to visit elsewhere in the school site. While AIMS strongly encourages parent visits, classroom visits during school hours must be authorized by both the teacher and the administrator.

In registering as a visitor, the sign-in form should include spaces for the following information:

- Name
- His/her purpose for entering school grounds
- Destination within the school
- Time in and out

At his/her discretion, the site administrator, or designee may also request

- proof of identity
- address
- occupation and company affiliation
- age (if less than 21); and any other information consistent with law

Parents and guardians visiting during the school day for any purpose other than picking up at or dropping off a child at the beginning or end of the school day as part of the normal school day schedule should also be requested to sign into the visitor log or a special log for parents. This applies to parents and guardians who are picking up a student early (e.g. for a medical reason) or

dropping off a student late (e.g. tardy), as well as parents and guardians who are on campus to volunteer in their child's classroom.

AIMS employees from school campuses and the Home Office are strongly encouraged to notify the front desk upon arrival and should wear badges signifying that they are AIMS employees. However, formal visitor registration is at the discretion of the school site administrator or designee.

VIP Visitors accompanied by any AIMS management team member may be requested to register as a visitor at the discretion of the accompanying AIMS management team member.

Students not enrolled at the school who wish to use the school grounds for recreation during the school day are, at the discretion of the site administrator, also subject to AIMS's visitor policy.

The site administrator or designee may refuse to register any visitor if he or she reasonably concludes that the visitor's/outsider's presence would disrupt the school, students or employees, would result in damage to property, or would result in the distribution or use of a controlled substance. (Penal Code 627.4).

The site administrator or designee may request that a visitor/outsider who has failed to register, or whose registration privileges have been denied or revoked, to promptly leave school grounds. If necessary, the site administrator or designee may call the local police to enforce the departure of the visitor/outsider. When a visitor/outsider is directed to leave, the site administrator or designee shall inform the visitor/outsider that if he or she reenters the school within seven (7) days, he or she will be guilty of a misdemeanor and subject to a fine and/or imprisonment. (Penal Code 627.7).

All schools shall inform parents annually about the school's policies regarding visitors/outsideers, and remind parents that to maximize safety and security they should also register when visiting the school.

FINGERPRINT POLICY

All employees of AIMS are fingerprinted and the prints are transmitted to the California Department of Justice and the Federal Bureau of Investigation for a criminal conviction records check. The employee will bear the cost of DOJ background checks. No employee will be permitted to perform any of the duties of his/her position until this processing has been completed and it is determined that there is no criminal conviction that would prohibit the employee from working with students and staff

SCHOOL CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

AIMS K12 is committed to ensuring that employees and all individuals who work with or have contact with students conduct themselves with students in a way that is supportive, positive, professional, and non-exploitative. AIMS will not tolerate inappropriate conduct or behavior towards or with students by its employees or any individual who works with or has contact

with students.

At AIMS K12 we believe that by demonstrating respect for each other, we can create a safe, caring and cooperative environment that promotes learning and celebrates the uniqueness of all individuals. AIMS K12 believes that all students have the right to learn. No student has the right to choose behavior that infringes upon the rights of others. We recognize the primary role of parents as the first and best teachers of their children. We also recognize the partnership that needs to exist between home and school. Our discipline policy is designed to encourage students to acquire and apply acceptable behaviors because student behavior is a key component of school culture and sets the foundation for academic achievement.

We expect that all students behave in a respectful way toward their teachers, any adults, their classmates, and the property of others. Additionally, students will be treated and spoken to respectfully and with care.

With a focus on community building, it is our goal that every student possesses a clear understanding of how their actions affect others. While our larger goal is to discourage misbehavior preemptively, when it occurs, we use missteps as opportunities for learning and reflection. Schools have developed behavior expectations, procedures, and policies that are consistent with a positive discipline model in which we use both kindness and firmness to co-create relationships that include both care and accountability. Systematic positive praise, reinforcement of desired behaviors, and community building structures are coupled with fair and equitable consequences for students who do not adhere to their responsibilities.

AIMS K12 Schools' approach to discipline includes: teaching school rules and social-emotional skills, reinforcing appropriate school behavior, using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences, and tracking discipline data to ensure that rules and consequences are being applied fairly to all students.

Upon enrollment and at the beginning of each school year, AIMS K12 families will each receive a copy of the Parent/Student Handbook in their Enrollment Packets and be asked to review the Handbook and agree in writing to abide by the provisions of the Handbook, including the school's discipline policy. The plan may include, but are not limited to, day-to-day discipline including, school detentions, in-school suspensions, Saturday schools, disciplinary probation, and guidelines for suspension and expulsion. The student discipline policy will define student responsibilities, unacceptable behavior, and the consequences for noncompliance. In addition, school staff members review the discipline policy with new students and parents at the commencement of school each year.

Teachers will be trained during professional development meetings to use effective classroom management strategies to maximize instruction and minimize student misbehavior, and there will be school-wide systems for assigning both positive and negative consequences. Positive consequences include privileges such as lunch with teachers and free dress. Students who do not adhere to stated expectations for behavior and who violate the school's rules may expect consequences for their behavior.

Consequences may include, but are not limited to:

- Warning, verbal and/or written
- Individual conference with the teacher
- Loss of privileges

- Individual behavior contract
- Referral to the School Director or other school staff member
- Notices to parents by telephone or letter
- Parent conference, at school or during a home visit
- Suspension
- Expulsion

Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Any student who engages in repeated violations of the school's behavioral expectations, or a single severe infraction, will be requested to attend a meeting with the school's staff and the student's parents. The school will prepare a specific, written agreement outlining future student conduct expectations, timelines, and consequences for failure to meet the expectations which may include, but are not limited to, suspension or expulsion.

AIMS K12 is exempt from Education Code requirements and procedures related to student suspension and expulsion. Therefore, references in this charter to the Education Code are used as a guideline. A student may be suspended or expelled for any of the acts enumerated in Education Code § 48900, except for willful defiance, related to school activity or school attendance that occurs at any time including, but not limited to:

- While on school grounds
- While going to or leaving from school
- During, or traveling to or from school, sponsored activities

AIMS K12 will be a positive and progressive place of learning. The discipline system is designed to create a culture of learning and the Code of Conduct (see Code of Conduct area below) is created to be preventative. Teachers will use a range of lower-level consequences (nonverbal cues, conferencing with the student, loss of privileges, etc.) before resorting to more serious consequences. However, we will have clear policies governing suspension and expulsion. Certain offenses will result in in-school suspension while other more serious violations will result in out-of-school suspensions. Violations – that put students and/or the school in grave physical danger – will be considered grounds for expulsion according to Ed. Code 4900. Suspended students will also be responsible for making up all missed work within the specified timetable.

Student Behavior Expectations

At AIMS K12, students are held accountable for their behavior. No one student has the right to disrupt the learning environment of their fellow class members. Students are interested in their education and helping keep the focus on that main goal. Students are aware that they impact other students in the classroom, as they transition, participate in lunch and study hall, and stand in line.

With the instructions of their teachers, they choose to behave appropriately in those situations and others.

Students are expected to:

- Be diligent in their studies.
- Treat school property, private property, and other people with respect.
- Obey all school and classroom rules while at school, at District and school activities, and on the way to and from school.
- Follow all directions and directives given by any staff member.
- Dress according to the AIMS K12 dress code. All gang-related attire is prohibited.
- Use proper communication protocols to be heard and to not interrupt others.
- Not use foul language, or participate in bullying, name-calling, or fighting.

Students with Disabilities

Generally, any student identified as a student with a disability pursuant to the Individuals with Disabilities Education Act, 20 1400-1482, is subject to the same disciplinary measures applicable to all students for violations of the code of conduct, except when the student's behavior is determined to be a manifestation of his/her disability.

Responses to Misbehavior of the Student Discipline Policy

- Warning
- Detention
- Behavior Contract
- a) Students who have repeated behavioral problems need to have a behavior contract that describes the behaviors the student is supposed to engage in as well as the consequences. Parents and students must sign the agreement, and there must be a follow up meeting within four to six weeks. A referral may be made to SST to address the repeated misbehaviors.
- b) Parent Conference
- c) Counseling
- d) Loss of privileges, extracurricular activities, etc.
- e) Sending a student to another classroom for a limited period of time.
- Behavioral referral forms will be completed by the teacher before sending a student out to a buddy classroom or to an administrator. The form will state why the student was sent, and what was done in the classroom to first stop the concern. A file of the forms will be kept in the office.
- f) Additional required hours at school: detention or Saturday School.
- g) Additional school work: extra homework, writing lines or copying materials, additional study/review.
- h) Community Service: clean, organize, take out trash, sweep, etc. AIMS k12 will provide gloves and necessary cleaning supplies as appropriate.
- i) Communication tools: Students will write letters of apology to their families/staff to discuss poor behavior/performance
- j) Confiscation of prohibited items.
- k) Suspension or Expulsion in extreme cases with leadership approval

Consequences Requirements: Consequences include the following: detentions, doubled detentions,

banning from extra-curricular activities (like sports, dances), parent shadowing, removal from classroom, apology to class for misbehavior, apology to parents and teacher for misbehavior.

Detention

Detentions must be given until behavior improves. Detention forms must be used to ensure that the student, office, and teacher each have a copy. Detention sessions must be quiet and focused. Detentions are not optional at any level. See Additional Forms for a copy of a detention slip.

There are a variety of reasons a detention can be issued. These include, but are not limited to:

1. Tardiness
2. Cutting class
3. Not returning homework
4. Unsigned memo/detention/report card/etc.
5. Missing classroom materials
 - Disorganization
 - Incomplete classroom job
6. Speaking out of turn
7. Talking in class
8. Out of seat without permission
9. Not following directions
10. Food/Drinks/Gum/Candy
11. Throwing/Kicking/Hitting/Teasing

Saturday School

Saturday School is held weekly at each school site.

Saturday School can be separated into two categories: **Academic** and **Restorative Justice**, and **Academic Saturday School**.

Academic Saturday School may be assigned by any teacher or administrator, often as a disciplinary measure with regard to low grades, missing work, or absences.

Restorative Justice Saturday School is for behavioral concerns, and is often assigned by a staff member or administrator. Restorative Justice Saturday School can also be assigned automatically, by having two detentions in one week.

Academic Saturday School:

Evidence shows that increased academic instruction, tutoring, and study time can help support students in areas where they are struggling. For these reasons, as part of the AIMS Standard, we offer and may require students to attend Academic Saturday School in instances where academic concerns must be addressed.

Academic Saturday School may be issued under the following circumstances:

- Obtaining a C- or below in any academic quarter or semester
- To complete make-up assignments, projects, or assessments
- Any unexcused student absence or tardy truancy

- Placement on academic probation
- In need of improving their subject benchmark mastery, or statewide assessments
- At the discretion of the Teacher, Administrator, Parent/Guardian, or Student

Students will be assigned packets to complete any makeup school work, missing assignments, or to receive tutoring. Students should come to Saturday School prepared and ready to work.

Restorative Justice Saturday School:

Restorative Justice is a theory of justice that emphasizes repairing the harm caused by criminal behavior. It is best accomplished through cooperative processes that allow all willing stakeholders to meet, although other approaches are available when that is impossible. This can lead to transformation of people, relationships, and communities.

Students who have received two detentions in one week will attend Restorative Justice Saturday School. Students who have committed egregious violations of any part of the code of conduct will attend Restorative Justice Saturday School. Restorative Justice Saturday School may be assigned at the discretion of the School Administrator.

Dialogue and other Restorative Justice practices can be used so that students can learn to resolve conflicts on their own and in small groups. Students can be empowered to make better decisions. Students will participate in campus community service in order to encourage character building.

Absences from Saturday School:

Students may not be absent from Saturday School without a legitimate excuse and prior approval from an administrator. A legitimate excuse (lack of transportation, religious holiday, etc.) and a signed note from a parent or guardian are required for approval from an administrator or designee. Attending an AIMS or Non-AIMS sporting event or extracurricular activity is **not** a legitimate excuse to be absent from Saturday School.

Any unexcused Saturday school absence will result in an additional Saturday School. If unexcused absences continue, different disciplinary measures may occur.

Academic Saturday School Procedures:

Teachers will receive a memo to distribute to students on the Wednesday prior to the upcoming Saturday School. Students must submit their signed memo by the following school day.

Students may only work on homework after they have completed their assigned Saturday School work.

Parent-Teacher Conferences

Parent - Teacher conferences may be held as needed to allow parent, teacher, and student to address areas of concern and determine a course of action.

Social Probation

At the discretion of the School Administrator and/or designee, an AIMS K12 student may be placed on social probation, which is defined as a period of time in which a student is restricted from engaging in any AIMS K12 activities. Students can be placed on social probation for repeated disciplinary concerns or suspension.

Students on social probation may be prohibited from:

1. Attending or participating in any on or off campus athletic events
2. Prohibition of attending club meetings

Failure to adhere to the terms of social probation will result in a longer term of social probation or suspension.

Administrative Searches

AIMS may conduct searches of students and items under the student's control (e.g., locker, backpack, purse) to ensure student and staff safety. Specifically, the purpose of these searches is to:

- Detect the possession of weapons or controlled substances
- Deter bringing weapons or controlled substances onto school grounds or during school activities
- Reduce the potential for violent incidents

Searches may be conducted under the following circumstances:

Searches based on reasonable suspicion. If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed, or is about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student.

The administrator must:

- Contact a parent or guardian and inform them of the search.
- Be able to articulate the reasons for his/her suspicion and the facts and/or circumstances surrounding a specific incident.
- Be able to reasonably connect the student to a specific incident, crime, rule, or statute violation.
- Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
- Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of the offense.

When conducting a student search based on reasonable suspicion, school administrators must adhere to the following practices:

- Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
- Jackets, purses, pockets, backpacks, bags and containers in the student's possession may be

searched to the extent reasonably necessary.

- Under no conditions may a body or strip search be conducted.
- Only school administrators of the same gender as the student searched may conduct the search.
- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same gender).
- The school can request law enforcement participation if necessary.

STUDENT SAFETY AND RESPONSIBILITY

School Cleanliness

Students have the responsibility of working to keep their campus clean. It is part of the AIMS Standard that we take pride in our campus and school, so AIMS K12 students should not only clean up after themselves, they should endeavor to leave the campus as clean as they found it at the beginning of the day.

Restroom Policy

1. By law, students must not be prohibited from using the restroom. However, AIMS K12 has the following guidelines in place to prevent students from abusing bathroom privileges: Except for cases of emergency, students should not use the restroom within the first and last 30 minutes of class. Students must also utilize their breaks and lunch periods and use the restroom during these times.
2. Students must sign in and out of the classroom when going to the restroom.
3. Inform the administrative assistant if the bathrooms are low or out of toilet paper, soap, paper towels, or toilet seat liners.
4. Students with medical related bathroom needs should complete a 504 plan with the school at their earliest convenience.

Administration of Medication

Students who need to take prescribed or over-the-counter medication during the school day may be assisted by designated school personnel or allowed to self-administer certain medication as long as it is in accordance with law, AIMS K12 policies, and administrative regulations.

It is necessary for the District to have a written statement from the student's physician and a written statement from the student's parent/guardian before (1) a designated employee administers or assists in the administration of any prescribed medication to any student; or (2) any student is allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication during school hours.

It is vitally important that parents fill out new student medication forms every fall in order to have the most current medication information, as well as the current status of any health conditions. A separate form is required for each medication. Please contact the school office for the required forms. Update these forms should any of the information change during the school year.

Students who need to take prescribed or over-the-counter medication during the school day may be assisted by designated school personnel or allowed to self-administer certain medication as long as it is in accordance with law, and/or AIMS Board policies. AIMS K12 students may receive their medications from the front office or the school nurse. It is necessary for AIMS K12 to have a written statement from the student's healthcare provider and a written statement from the student's parent/guardian before:

5. A designated employee administers or assists in the administration of any prescribed medication to any student; or
6. Any student is allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication during school hours.
7. Single dose over-the-counter medication, such as aspirin, ibuprofen, or cough drops, may be given to students, with prior consent from parents.

Medical Emergencies

If your child is in need of minor first aid, it will be administered in accordance with District first aid training. If medical attention appears to be necessary, but not required immediately, the parent/guardian or other emergency contacts listed will be contacted to pick the child up. Should immediate medical attention be necessary, the school will call an ambulance. If a person is suffering, or reasonably believed to be suffering, from an anaphylactic reaction, trained school personnel may use an epinephrine auto-injector to provide emergency medical assistance. Every effort will be made to contact the parent or other emergency contact person(s).

Immunizations and Other Health Requirements

To be admitted to school, children must be fully immunized in accordance with the law. Children shall be excluded from school only as allowed by law.

If you need assistance or information on free clinics, call the Alameda County Immunization Project at 510-267-3230.

Parents are required to provide documentation that their child has been immunized against the following:

Kindergarten–12th grade

Polio

4 doses meet the requirement, or

3 doses for ages 4–6 years if at least 1 was given on or after the 4th birthday or

3 doses meet the requirement for ages 7-17 if 1 dose was given on or after the 2nd birthday

Diphtheria, Pertussis, and Tetanus (DPT)

5 doses meet the requirement, or

4 doses meet the requirement for ages 4–6 years if 1 dose was given on or after the 4th birthday,
or
3 does meet the requirement for ages 7-17 if one dose was given on or after the 2nd birthday

Pertussis (Tdap)

1 dose given after 7th birthday is required for 7th grade students and students new to the district in grades 8-12.

Measles,Mumps,Rubella (MMR)

2 doses meet the requirement;both must be given on or after the first birthday (one dose can be measles vaccine only; 1 dose must be MMR)

3 doses meet the require Measles,Mumps, Rubella (MMR)

Hepatitis B

3 doses meet the requirement or 2 doses of 2-dose formulation meet the requirement for ages 11–15 (must be documented as a 2-dose formulation of Hepatitis B vaccine)

Varicella(chickenpox)

1 dose required in kindergarten through sixth grade (2010-2011 school year) or students under age 13 entering a California school for the first time, or

No dose is required if a physician or clinic has documented on the child’s immunization card “had disease”

CAMPUS ENVIRONMENT POLICY

Weapons Policy:

Students, parents and teachers are forbidden to have weapons or look-alike weapons on campus. Possession of a firearm, whether loaded or unloaded, (including pellet-type guns) or other weapons such as pocket knives can carry severe disciplinary action up to permanent removal from AIMS K12.

The Federal Gun Free Safe Schools Act and California law prohibit the possession of firearms on school campuses. Pursuant to these laws, any student found in possession of a firearm will be subject to arrest and will be recommended for expulsion immediately.

Upon a finding that the student was in possession of a firearm, the school’s governing board shall expel the student. The term of expulsion shall be one year.

Possession includes, but is not limited to, storage in lockers, purses, backpacks, or automobiles.

Smoke-free Environment Policy:

AIMS K12 maintains a smoke-free environment, so smoking, including the use of vaping devices is not allowed on campus. Students who engage in smoking on campus are subject to disciplinary action.

Alcohol/Drugs Policy:

AIMS believes the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. For these reasons, these substances are prohibited on campus, and AIMS K12 will make every effort to assist students and families in reducing the use of these substances. AIMS perceives this effort to be an important step towards preventing violence, promoting school safety, and creating a disciplined environment conducive to learning.

Enforcement/Discipline:

The School Administrator or designee shall take appropriate action for violation of any of the policies concerning weapons, smoking, or possession, use or sale of alcohol and/or other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, Board policy, and administrative regulations.

Students possessing, using or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures, including suspension or expulsion in accordance with law, Board policy, and administrative regulations. Such students also may be referred to an appropriate rehabilitation program.

Confiscated Items Policy

Any and all Items that are not allowed according to AIMS K12 rules and policies will be confiscated. The administrators will keep the item until the parent/guardian comes to retrieve it. On the first confiscation, the student will receive one detention. On the second, they will receive an additional two. On the third, the student will receive an additional three detentions and in-house suspension.

Surveillance Cameras

For the safety of students and staff, surveillance cameras that include video only (no audio) are installed in several locations on AIMS K12 campuses. Surveillance cameras are not located inside any school bathrooms or locker rooms. Surveillance videos are viewed by school administrators and may also be viewed by police, as allowed by law, and used as evidence in disciplinary matters.

Suspension, Expulsion, and Involuntary Removal Policy

All schools within the AIMS family adhere to the following procedures with regard to student suspension, expulsion and involuntary removal. Though the AIMS K12 administration permits a certain level of discretion in determining the appropriate disciplinary actions on a case-by-case basis, all schools operate within certain parameters. Those parameters are outlined in this policy and are aligned with each of the school's charters.

A pupil may be suspended or expelled for acts that are enumerated herein and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school-sponsored activity.

UNIFORM COMPLAINT PROCEDURE

AIMS prohibits unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55 or equity or compliance with Title IX, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).

Complaint forms are available on the district webpage at aimsk12.org/ucp. You may contact the AIMS Ombudsperson via email ombudsperson@aimsk12.org or visit aimsk12.org/ombudsperson.



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

171 12th St | Oakland | CA 94607

E elementary@aimsk12.org

T 510-893-8701

F 510-893-0345

www.AIMSK12.org

AIMS College Prep Middle School (6-8)

Formerly known as AIPCS

171 12th St | Oakland | CA 94607

E middle@aimsk12.org

T 510-893-8701

F 510-893-0345

AIMS College Prep High School (9-12)

Formerly known as AIPHS

746 Grand Ave | Oakland | CA 94610

E highschool@aimsk12.org

T 510-220-5044

F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT B

12th Street Campus AIMS MS/AIPCS II			
Date	Drill/Training Type	What was done	Improvements/Comments
8/9/2023	Emergency Evacuation, Earthquake and Lockdown	A presentation on evacuation, earthquakes and lockdown was presented. Walthough of what to do during an evacuation in the building and where the asseby locations are outside	Successful training and overview of the emergency plans and procedures.
9/1/2023	Fire	All students and staff exited the building in a timely fashion	Student need to walk and not push as they are exiting the building. Teachers need to keep all students in line while waiting for the "All Clear"
9/1/2023	Earthquake	All students and staff ducked and covered	Remember it's 4 lines out the front door, 1 line from each wing and 2 from the middle stairs.. Students need to be quiet and quick when exiting the building. No running or jumping down the stairs. Please remember your location outside of the building. Both elementary school and middle school will make sure that each class has their emergency bag, green and red signs, and stops signs.
9/28/2023	Fire	All students and staff exited the building in a timely fashion	Student need to walk and not push as they are exiting the building. Teachers need to keep all students in line while waiting for the "All Clear"
9/28/2023	Lockdown	All students and staff practiced the lockdown including: locking the classroom door, turning off lights and moving away from the door and windows	Students are to remain silent but still moving quickly while heading out of the building. It is always two lines down the stairs and 4 lines out the front door. We had a little hiccup getting out the front door Some middle school students were misbehaving outside. They were touching cars and not following the crosswalk. Need to reiterate how to act properly while outside and to continue to follow the rules.
10/23/2023	Earthquake	All students and staff ducked and covered	Teachers need to understand the drills are required and to be more flexible
10/23/2023	Fire	All students and staff exited the building in a timely fashion	Student need to walk and not push as they are exiting the building. Teachers need to keep all students in line while waiting for the "All Clear"
11/13/2023	Safe School Plan	Meeting with SSC to present Safe School Plan. Discussed	

		that that the 2024-2025 plan is being worked on and will be brought to the SSC for review and feedback.	
11/20/2023	Safe School Plan Template	Facilities and Maintenance Coordinator and Health & School Support Services director with Tom Steele from Campus Safety Group to go over the CSSP template	
11/27/2023	Safe School Plan Template	School Site Admin team and Facilities and Maintenance Coordinator and Health & School Support Services director with Tom Steele from Campus Safety Group to go over the CSSP template	
11/23/2023	Lockdown	All students and staff practiced the lockdown including: locking the classroom door, turning off lights and moving away from the door and windows	The teachers need to take the drill as a real world event and not let students use the bathroom during the drill. If it were a real lockdown they would need to use other means to handle the issues.
11/23/2023	Fire	All students and staff exited the building in a timely fashion	Student need to walk and not push as they are exiting the building. Teachers need to keep all students in line while waiting for the "All Clear"
12/13/2023	Earthquake	All students and staff ducked and covered	
12/13/2023	Fire	All students and staff exited the building in a timely fashion	Student need to walk and not push as they are exiting the building. Teachers need to keep all students in line while waiting for the "All Clear"
1/5/2024	Safe School Plan/Emergency Drill PD	A presentation for 12th Street (K-8th) teachers and staff on evacuation, earthquakes and lockdown was presented. Walthrough of what to do during an evacuation in the building and where the assembly locations are outside.	

2023-2024 SCHEDULE			
Month	Fire	Earthquake	Lockdown
August	8/25/23	8/25/23	
September	9/28/23		9/28/23
October	10/25/23	10/25/23	
November	11/16/23		11/16/23
December	12/13/23	12/13/23	
January	1/25/24		1/25/24
February	2/28/24	2/28/24	
March	3/28/24		3/28/24
April	4/24/24	4/24/24	
May	5/30/24		5/30/24
June	6/5/24	6/5/24	



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CAP Committee Progress Monitoring Report Evidence

EXHIBIT B(2)



<p>Date: August 4, 2023</p> <p>GOALS FOR THIS MEETING Site Specific: Overview of Campus Team Building Technology Distribution</p>	<p>NORMS: Focus on the presenter/speaker Use technology only when appropriate Respect all points of view Assume best intent</p>
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Time	Topic
8:30-9:00	Breakfast in Staff Lounge 3rd Floor
9:00 - 10:00	Introduction to lesson planning, pacing guides, classroom ecosystem, classroom management, team building
10:00-11:00	Department Collaborations (ELA/Math/VAPA/Languages/PE)
11:00-12:00	Grade Level Collaboration
12:00-1:00	Lunch
1:00-1:30	Intro to GoGuardian University (ES Division)
1:30-2:30	Emergency Drill Protocol & Tech Protocols
2:30-4:00	Classroom Assignment Check-ins

12th Street Fire/Earthquake/Lockdown Drills

2023-2024			
Month	Fire	Earthquake	Lockdown
August	8/25/23	8/25/23	
September	9/28/23		9/28/23
October	10/25/23	10/25/23	
November	11/16/23		11/16/23
December	12/13/23	12/13/23	
January	1/25/24		1/25/24
February	2/28/24	2/28/24	
March	3/28/24		3/28/24
April	4/24/24	4/24/24	
May	5/30/24		5/30/24
June	6/5/24	6/5/24	

Fire Drill / Lockdown/Earthquake Emergency Evacuation

September 2, 2022



Agenda

- Fire Drill
- Earthquake Drill
- Lockdown/Active Shooter
- Emergency Evacuation

Fire Drill

Teachers

Before Drill or Emergency:

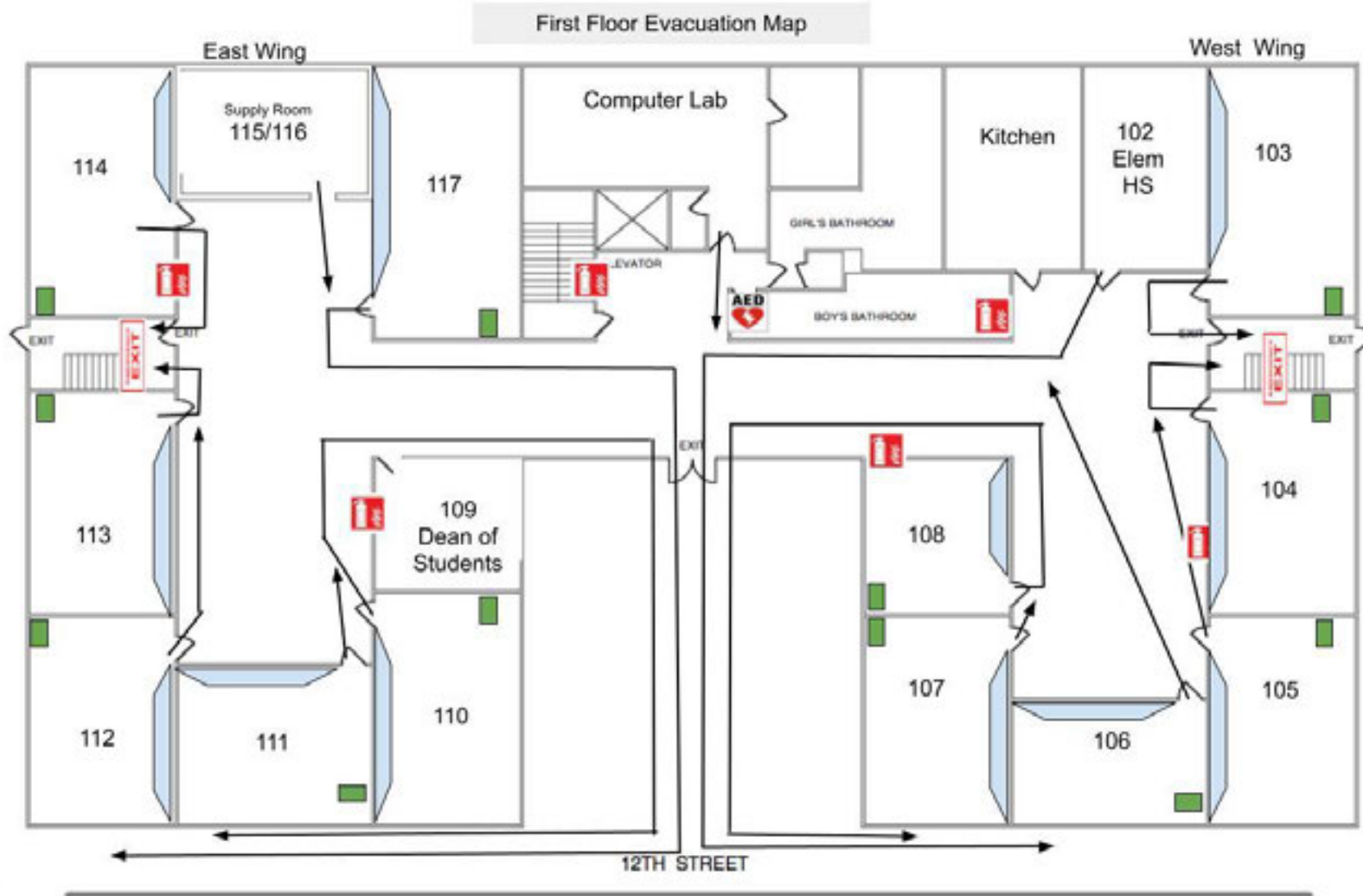
Note locations of fire extinguishers throughout the school.

- a) Review these exit procedures with your class and clearly explain your expectations.
- b) Designate two classroom leaders who can be relied on to give instructions in case a teacher is injured during a fire.
- c) Designate one student to lead your class to the assigned assembly point. Teachers will be the last one out of the classrooms, so it is important that your student leader knows exactly where he/she is going -- walk the student leader through the steps before the drill.
- d) If students are not in the classroom when fire alarm sounds, instruct students to immediately exit to the class' designated assembly point, join their class, and check in with the teacher.

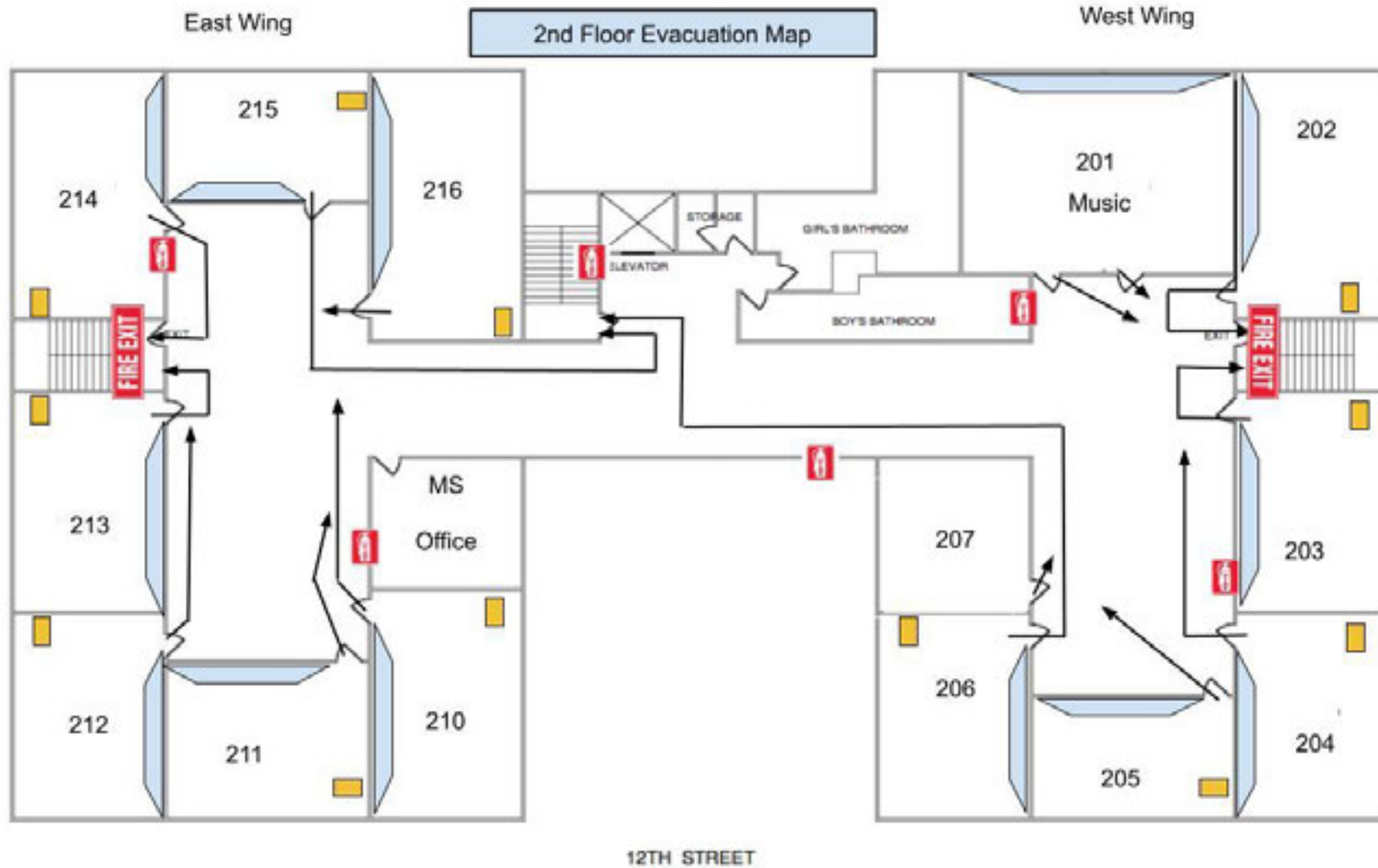
DURING DRILL OR EMERGENCY:

- a) Take your class list, fire drill procedures, evacuation maps, walkie, First Aid Kit, and stop sign with you.
- b) Upon hearing the alarm, instruct your students to quickly leave the building in a single file, orderly line. Running causes panic and is not allowed.
- c) Students must be SILENT.
- d) Use of elevators during an emergency is prohibited.
- e) Teachers leave the classroom last. Close the door and turn off your lights. Administrators will view this as a signal that your classroom is evacuated successfully and completely.
- f) When using the stairwells, classes must descend in a single file line. Overtaking other classes or individuals is not permitted.
- g) Teachers need to assemble students in single file lines and exit their classes according to the evacuation map and assembly location map.
- h) Teachers and students should follow the exit route in a calm and orderly fashion to their assigned assembly point
- i) Once at the assembly point, count students and take roll to ensure that every student is present.
- j) Hold up the red sign if you are missing any students. Inform the Head of School or members of the Fire or Police Services if any students are missing. Hold up the green sign to indicate that all of your students are accounted for and safe.
- k) No one is to re-enter the building until told to do so by the Fire Service or the Head of School. Wait for an **“All Clear”** signal to be given by a member of the Fire or Police Services or a Head of School.
- l) Students cannot leave campus unless they are with an emergency services worker and have notified their teachers and the Head of School of their departure.
- m) No student is to leave campus with guardians until the **“All Clear”** signal is given by a member of the Fire or Police Services.

1st Floor Map

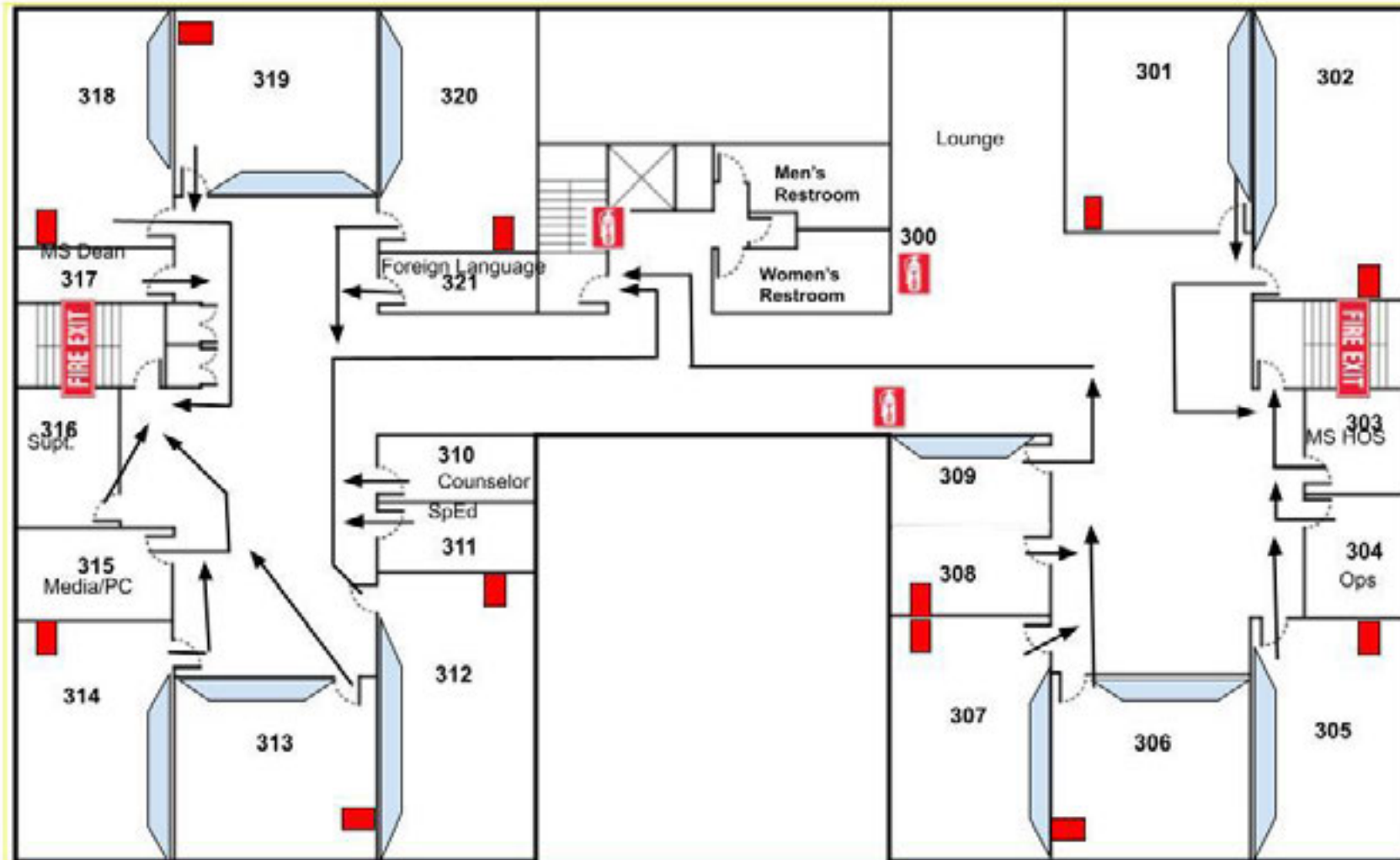


2nd Floor Map

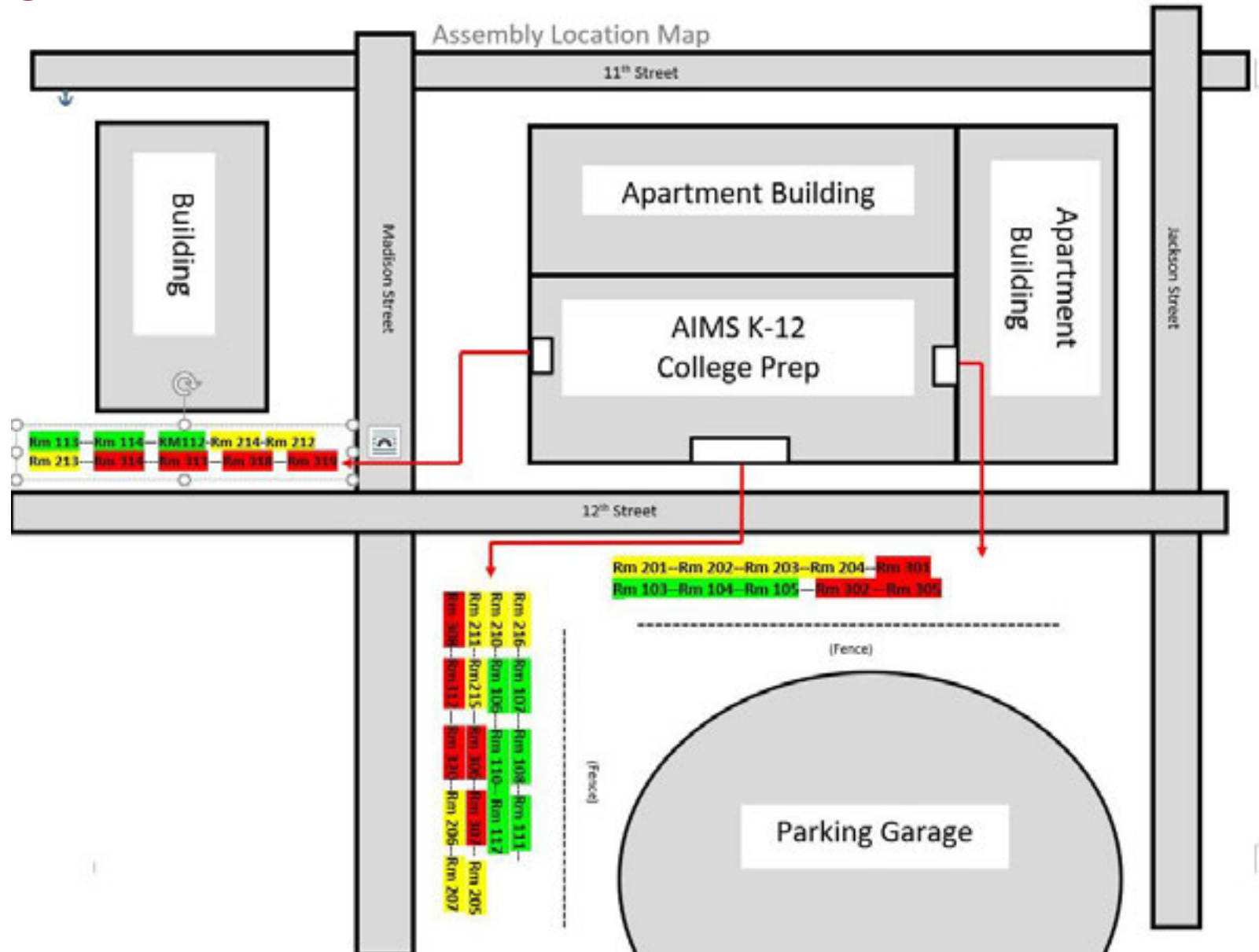


3rd Floor Map

Third Floor Evacuation Map



Assembly Location Map



Earthquake Drill

IN THE CLASSROOM OR OFFICE

In the event of an earthquake or earthquake drill, teachers, students, and staff should do the following:

1. At the first indication of ground movement, you should **drop** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent you from being thrown to the ground.
2. You should seek protective **cover** under or near desks, tables, or chairs in a kneeling or sitting position.
3. You should **hold** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes and your back to the windows. You should remain in the drop position until ground movement ends.
4. Teachers should count aloud to 60. Earthquakes rarely last longer than 60 seconds and counting is calming.

If the teacher is injured, two student monitors should have designated authority to give instructions.

Be prepared to **DROP, COVER, and HOLD** during aftershocks. After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area.

Earthquake Drill

IN OTHER AREAS OF THE SCHOOL

At the first sign of an earthquake or during an earthquake drill, occupants should:

1. Drop to the ground. Move away from windows, shelves, and heavy objects that may fall.
2. Take cover under a table or desk, or in a corner or doorway
3. In halls, stairways, and other areas where no cover is available, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.
4. Stay inside. Usually the most dangerous place is outside where building debris may fall. Exit only after shaking has stopped.
5. After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

AFTER AN EARTHQUAKE

After an earthquake, building evacuation should occur as soon as possible due to possibility of aftershocks, fires, and explosions. Students should evacuate the building in single file when instructed by the teacher or monitor. Teachers should do the following:

1. Instruct students to evacuate when all shaking has stopped.
2. Lead class to the designated assembly area (see Assembly Map for Fire Drills)
3. Be prepared to choose alternative escape routes in case of fire or exit blockage.
4. Take class lists, walkies and first aid kits
5. Give first aid if necessary.

After evacuation, teachers and students should NOT re-enter the building for any reason unless instructed to do so by the head of schools or emergency response team.

If walking to or from school, do not run. Stay in the open. If the student is going to school, continue to the school. If the student is going home, he/she should continue to go home. While in a vehicle, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of aftershocks, downed wires, or roads blocked by debris.

Lockdown/Active Shooter

If it is determined that a lockdown is necessary to maintain the health and safety of students and staff, an announcement will be made to alert of potential danger. The lockdown code is “Lockdown” and it will be announced through the walkie talkie on channel 4. All-Clear signal will be announced through the walkie talkie to students and staff.

After receiving a lock down notification:

1. **Teachers** are to:

- a. Quickly glance outside the room and direct students or staff members from the hall into the classroom immediately.
- b. Close and lock classroom doors. The front door will be locked by an administrator.
- c. Place students against the wall so that students are not visible to an intruder looking through the door or windows.
- d. Locate and hold on to the class roster to account for students if an evacuation becomes necessary.
- e. Turn off the lights.
- f. Keep students quiet and maintain a calm atmosphere in the classroom, keeping alert to emotional needs of students.
- g. Have cell phone, walkies, and/or laptops accessible to receive announcements/updates from administration and police officers.
- h. Keep all students in the classroom until an “All Clear” has been announced through the communication system (ie. walkie talkies).

Lockdown - Continuation

Students should know:

- a. To remain calm and to immediately follow all directives of classroom teachers or administrators.
- b. To go to the room nearest their location in the hallway.
- c. That no one will be able to leave the room for any reason.
- d. That silence must be maintained
- e. To make sure they are marked present if an evacuation occurs.
- f. To not leave the classroom until directed to do so by the classroom teacher, administrator, or police officer.

Staff should also note the following:

- Administrators will use walkie talkies and cell phones to communicate to teachers and staff. Other clerical staff will deliver messages as needed and work with Head of School and Police Services.
- Upon notification of a lockdown, physical education teachers will keep students off-site and remain at their off-site PE location until they receive an All-Clear via cell phone text, walkie talkie or direct call.
- If teachers or students are in the bathrooms, they should move to a stall, lock it, and stand on the toilet until hearing an All-Clear signal
- Anyone in the hallway should move to the closest classroom immediately.
- Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll for all students present in class. Missing students or staff should be reported to administration or law enforcement officer immediately.
- When the emergency is over, a coded "all clear" will be announced.
- Each staff member will document exactly what occurred in their area of responsibility. This will be done as soon as possible.

<https://rems.ed.gov/K12RespondToActiveShooter.aspx>

THANK YOU!!



AIMS MS/AIPCS II Safe School Plan/ Emergency Drills

Presenter: Marisol Magana
January 5, 2024



Agenda

- Overview - Safe School Plan
- Fire Drill
- Earthquake Drill
- Lockdown/Active Shooter

Safe School Plan

The California Constitution guarantees California children the right to attend public schools that are safe, secure, and peaceful. The CDE, public school districts, county offices of education (COEs), and schools and their personnel are responsible for creating learning environments that are safe and secure. First responders, community partners, and families play an essential role, as well. Schools must be prepared to respond to emergencies including natural and man-made hazards, and strive to prevent violence and behavior issues that undermine safety and security. CSSPs include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus and aspects of social, emotional, and physical safety for both youth and adults.

[12th Street Safe School Plan](#)

Fire Drill

Teachers

Before Drill or Emergency:

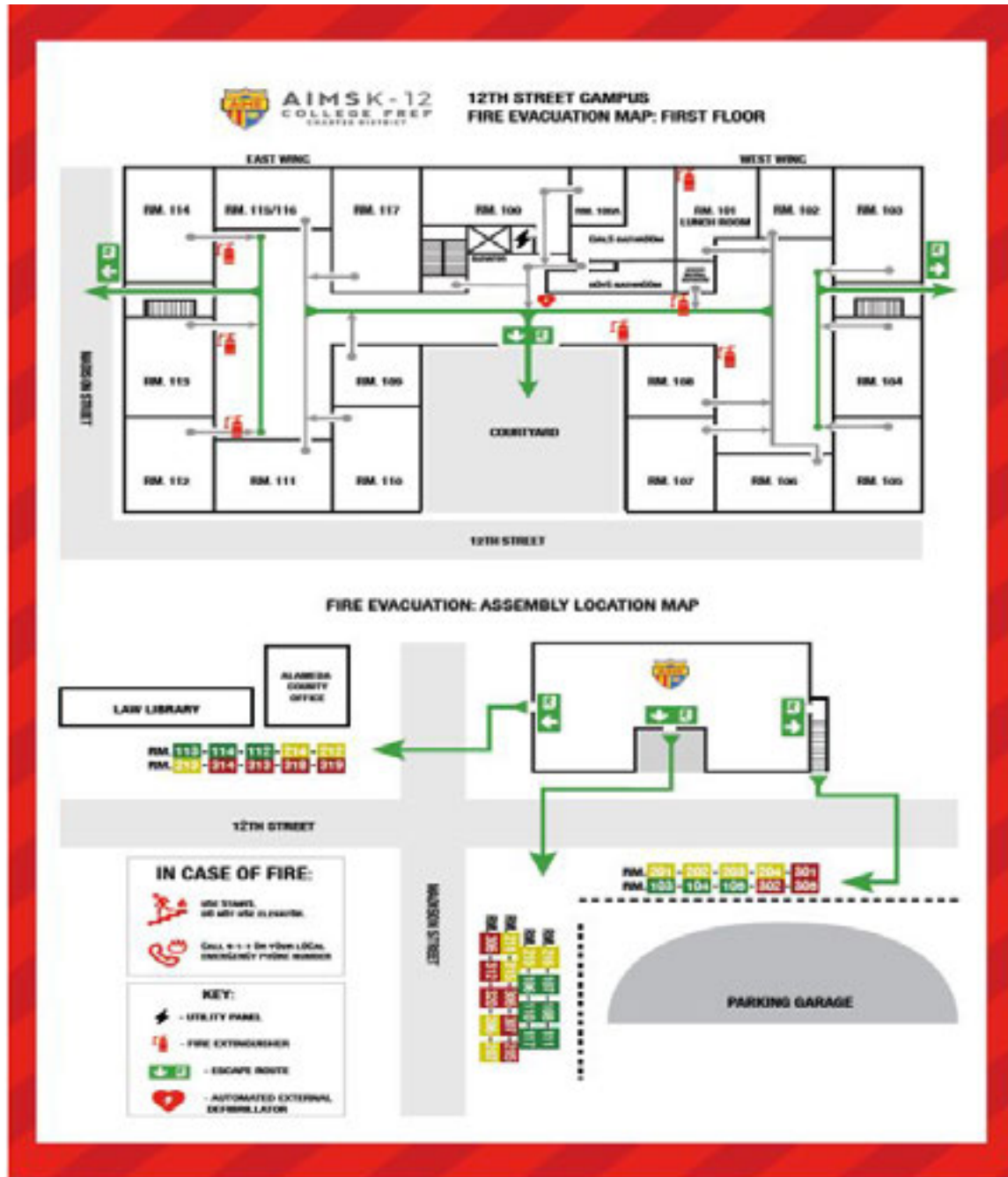
Note locations of fire extinguishers throughout the school.

- a) Review these exit procedures with your class and clearly explain your expectations.
- b) Designate two classroom leaders who can be relied on to give instructions in case a teacher is injured during a fire.
- c) Designate one student to lead your class to the assigned assembly point. Teachers will be the last one out of the classrooms, so it is important that your student leader knows exactly where he/she is going -- walk the student leader through the steps before the drill.
- d) If students are not in the classroom when fire alarm sounds, instruct students to immediately exit to the class' designated assembly point, join their class, and check in with the teacher.

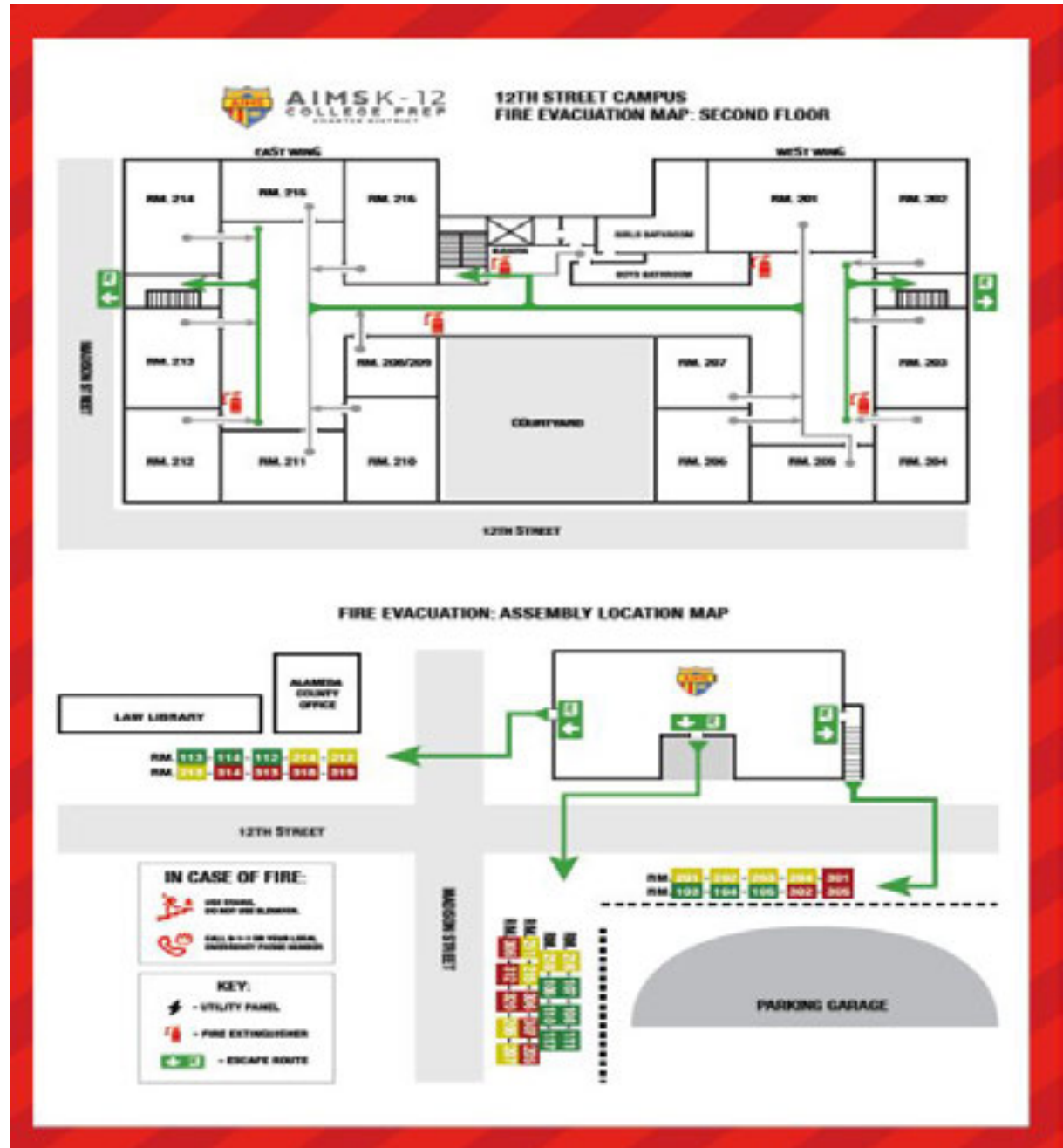
DURING DRILL OR EMERGENCY:

- a) Take your class list, fire drill procedures, evacuation maps, First Aid Kit, and stop sign with you.
- b) Upon hearing the alarm, instruct your students to quickly leave the building in a single file, orderly line. Running causes panic and is not allowed.
- c) Students must be SILENT.
- d) Use of elevators during an emergency is prohibited.
- e) Teachers leave the classroom last. Close the door and turn off your lights. Administrators will view this as a signal that your classroom is evacuated successfully and completely.
- f) When using the stairwells, classes must descend in a single file line. Overtaking other classes or individuals is not permitted.
- g) Teachers need to assemble students in single file lines and exit their classes according to the evacuation map and assembly location map.
- h) Teachers and students should follow the exit route in a calm and orderly fashion to their assigned assembly point
- i) Once at the assembly point, count students and take roll to ensure that every student is present.
- j) Hold up the red sign if you are missing any students. Inform the School Administrators or members of the Fire or Police Services if any students are missing. Hold up the green sign to indicate that all of your students are accounted for and safe.
- k) No one is to re-enter the building until told to do so by the Fire Service or the School Administrator. Wait for an “**All Clear**” signal to be given by a member of the Fire or Police Services or a School Administrator.
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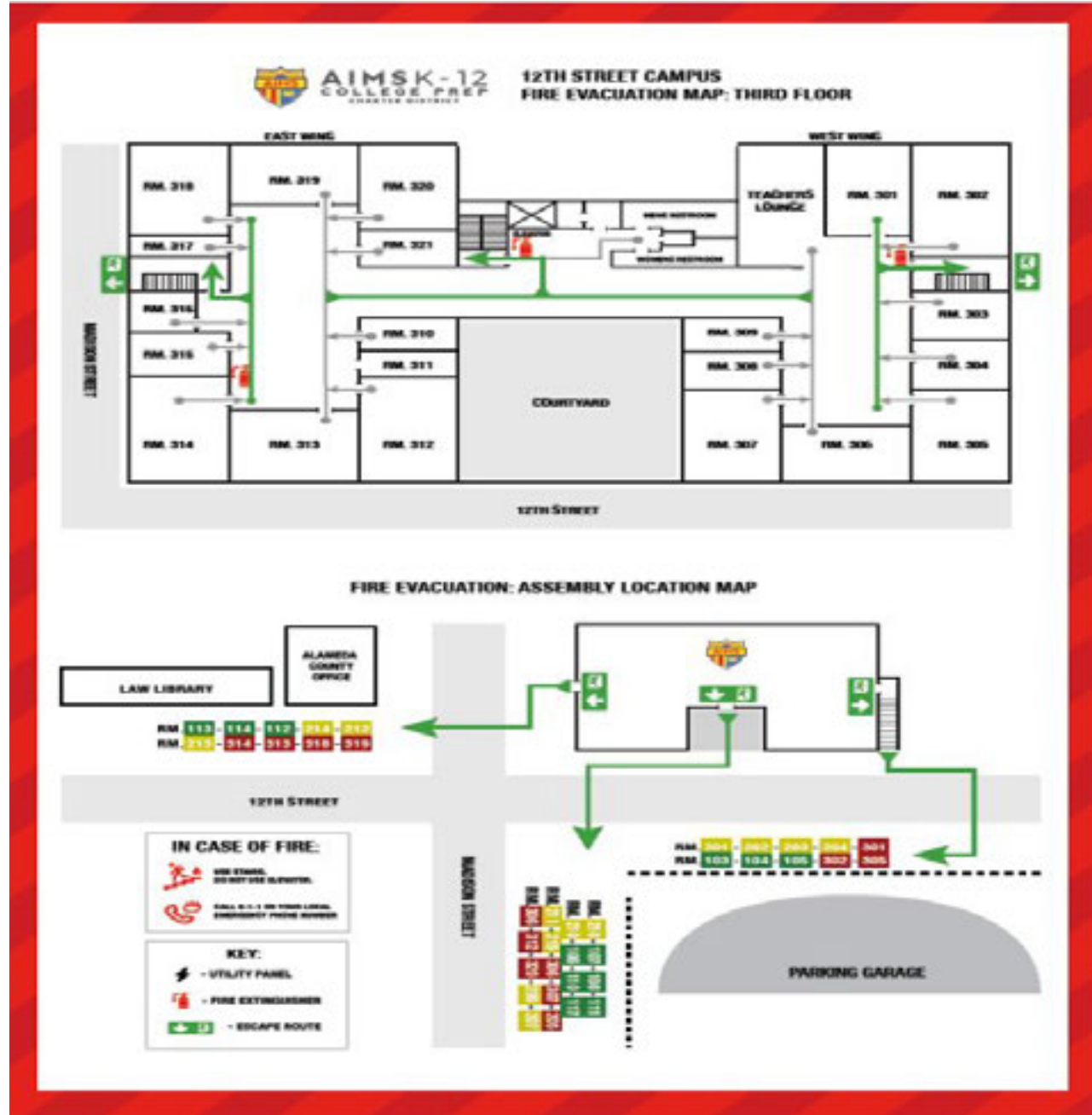
1st Floor Map



2nd Floor Map



3rd Floor Map



Earthquake Drill

IN THE CLASSROOM OR OFFICE

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2. You should seek protective **cover** under or near desks, tables, or chairs in a kneeling or sitting position.
3. You should **hold** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes and your back to the windows. You should remain in the drop position until ground movement ends.
4. Teachers should count aloud to 60. Earthquakes rarely last longer than 60 seconds and counting is calming.

If the teacher is injured, two student monitors should have designated authority to give instructions.

Be prepared to **DROP, COVER, and HOLD** during aftershocks. After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area.

Earthquake Drill

IN OTHER AREAS OF THE SCHOOL

At the first sign of an earthquake or during an earthquake drill, occupants should:

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4. Stay inside. Usually the most dangerous place is outside where building debris may fall. Exit only after shaking has stopped.
5. After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

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If walking to or from school, do not run. Stay in the open. If the student is going to school, continue to the school. If the student is going home, he/she should continue to go home. While in a vehicle, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of aftershocks, downed wires, or roads blocked by debris.

Lockdown/Active Shooter

If it is determined that a lockdown is necessary to maintain the health and safety of students and staff, an announcement will be made to alert of potential danger. The lockdown code is “Lockdown” and it will be announced through intercom. All-Clear signal will be announced through intercom to students and staff.

After receiving a lock down notification:

1. **Teachers** are to:

- a. Quickly glance outside the room and direct students or staff members from the hall into the classroom immediately.
- b. Close and lock classroom doors. The front door will be locked by an administrator.
- c. Place students against the wall so that students are not visible to an intruder looking through the door or windows.
- d. Locate and hold on to the class roster to account for students if an evacuation becomes necessary.
- e. Turn off the lights.
- f. Keep students quiet and maintain a calm atmosphere in the classroom, keeping alert to emotional needs of students.
- g. Have cell phone, and/or laptops accessible to receive announcements/updates from administration and police officers.
- h. Keep all students in the classroom until an “All Clear” has been announced through the communication system.

Lockdown - Continuation

Students should know:

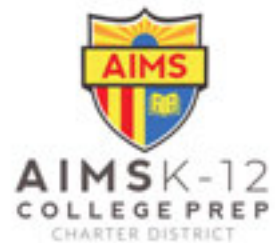
- a. To remain calm and to immediately follow all directives of classroom teachers or administrators.
- b. To go to the room nearest their location in the hallway.
- c. That no one will be able to leave the room for any reason.
- d. That silence must be maintained
- e. To make sure they are marked present if an evacuation occurs.
- f. To not leave the classroom until directed to do so by the classroom teacher, administrator, or police officer.

Staff should also note the following:

- Administrators will use intercoms and cell phones to communicate to teachers and staff. Other clerical staff will deliver messages as needed and work with School Administrator and Police Services.
- Upon notification of a lockdown, physical education teachers will keep students off-site and remain at their off-site PE location until they receive an All-Clear via cell phone text, intercom or direct call.
- If teachers or students are in the bathrooms, they should move to a stall, lock it, and stand on the toilet until hearing an All-Clear signal
- Anyone in the hallway should move to the closest classroom immediately.
- Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll for all students present in class. Missing students or staff should be reported to administration or law enforcement officer immediately.
- When the emergency is over, a coded "all clear" will be announced.
- Each staff member will document exactly what occurred in their area of responsibility. This will be done as soon as possible.

<https://rems.ed.gov/K12RespondToActiveShooter.aspx>

THANK YOU!!





January 26, 2024

Middle School Professional Development Agenda

1:30 - 2:00: Site Updates: Bakheit/Wooten/Mr. Perry/ Ms. Ashlee

**2:00 - 3:00: Department Updates with regards to quarter 3 content/
SBAC Prep brainstorm session and upcoming field trips.**

**3:00 - 3:30: Joint Elementary/Middle School Safety briefing with Mr.
Jason Perry, Facilities & Maintenance Coordinator**



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

171 12th St | Oakland | CA 94607

E elementary@aimsk12.org

T 510-893-8701

F 510-893-0345

www.AIMSK12.org

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T 510-220-5044

F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT C

**AIPCS II 2024/2025 SAFETY DRILL SCHEDULE
&
TENTATIVE SCHOOL SAFETY PLANNING COMMITTEE**

Drill Schedule 2024-2025			
Month	Fire	Earthquake	Lockdown
August	8/19-8/24	8/19-8/24	
September	9/16/24-9/20/24		9/16/24-9/2/24
October	10/14/24-10/18/24	10/14/24-10/18/24	
November	11/11/24-11/15/24		11/11/24-11/15/24
December	12/15/24-12/20/24	12/15/24-12/20/24	
January	1/13/24-1/17/24		1/13/24-1/17/24
February	2/10/24-2/15/24-	2/10/24-2/15/24	
March	3/9/24-3/15/24		3/9/24-3/15/24
April	4/20/24-4/26/24	4/20/24-4/26/24	
May	5/11/24-5/17/24		5/11/24-5/17/24
June	6/9/24-6/13/24	6/9/24-6/13/24	

Tentative Safety Plan Committee - 2024-2025		
Michelle	Lane	Parent
Anakarita	Snellings	Parent
Kayla	Pho	8th Grade Student
Mattihias	Hadinet	6th Grade Student
Jackson	Glass	8th Grade Student
Senay	Bahlbi	6th Grade Student
Aden Pho	Pho	6th Grade Student
Miguel	Leyva	Teacher
Fenglin Wu	Wu	Teacher
Elizabeth	Householder	Teacher
Natalie	Glass	Director of Schools/Parent
Axia	Vang	Head of Academics
Zubida	Bakheit	Head of Academics

Jason	Perry	Facilities & Maintenance Coordinator
Marisol	Magana	Health & School Support Services Director
Andrew	Hampton	Dean of Students (K-5th)
Mikael	Wooten	Dean of Students (6th-8th)
Oakland	Fire Department	
Oakland	Police Department	



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T 510-220-5044

F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT D

7.Photo taken of A side of building?

Status: Informational Only

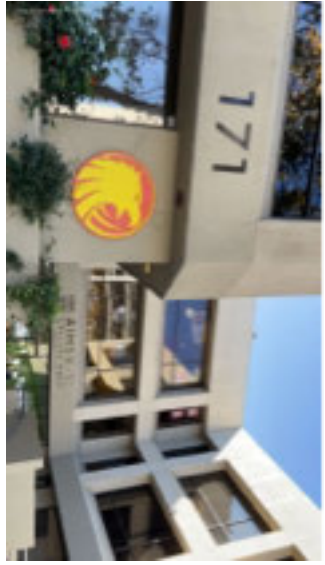
INSPECTOR COMMENT:

LOCATION: N/A

CFC REFERENCE:

FDB23-02661-20231017114700_1 -

Tue, 17 Oct 2023 - 11:47 AM



8.Address numbers are minimum 4" tall in contrasting color and clearly visible from the street. (CFC 505.1)

Status: No Violation Observed

INSPECTOR COMMENT:

LOCATION: front.

CFC REFERENCE: New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained. (CFC 505.1)

FDB23-02661-20231017115033_CFC505.1_1 - (CFC 505.1)

Tue, 17 Oct 2023 - 11:50 AM



10.General Safety Requirements - Keys in Knox box current and all required keys present. (CFC 506.2)

Status: Compliant

INSPECTOR COMMENT: Compliant

LOCATION: front.

CFC REFERENCE: Key box maintenance. The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box. (CFC 506.2)

Install a commercial Knox Box at all exterior exits at an installed height between 5-6 feet. Each box should contain two sets of the following keys:

1. All exterior access doors
2. Fire Alarm panel room and panel
3. Fire Alarm Pull Stations
4. Elevator Machine room
5. Elevator Control Keys
6. Rooms containing equipment and utility shut offs.

Having keys to these areas enables the Fire Department to access these parts of the building in an emergency without having to do unnecessary damage to the door or your building.

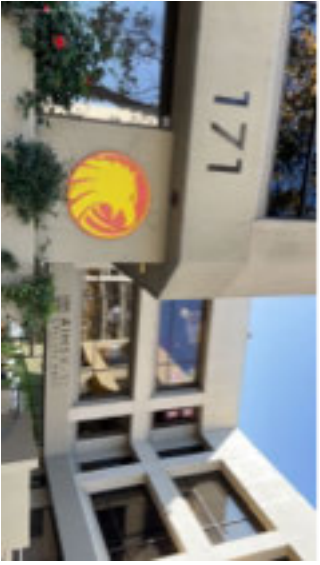
Knox key activated vehicle parking access doors are required at all vehicle access motorized gates.

Only the Fire Department has keys to the Knox box.

Once you have your box installed and have keys ready, contact Non-Emergency Dispatch for the Fire Department at (510) 444-3322 to place the keys in the box. (CFC 506.2)

FDB23-02661-20231017114756_CFC506.2_1 -

Tue, 17 Oct 2023 - 11:47 AM



22.Evacuation drill - Fire Drill (CFC403.5.1)

Status: Compliant

INSPECTOR COMMENT: Compliant

LOCATION: all classrooms.

CFC REFERENCE: Every person and public officer managing, controlling, or in charge of any public, private, or parochial school, other than a two-year community college, shall cause the fire alarm signal to be sounded not less than once every calendar month at the elementary and intermediate levels, and not less than twice yearly at the secondary level in the manner prescribed in Section 907. A fire drill shall be held at the secondary level not less than twice every school year. (CFC 403.5.1)

FDB23-02661-20231017114923_CFC403.5.1_1 -

Tue, 17 Oct 2023 - 11:49 AM



31.General Safety Requirements - Evacuation Maps (CFC 403.5)

Status: Compliant

INSPECTOR COMMENT: Compliant

LOCATION: all classrooms.

CFC REFERENCE: An approved fire safety and evacuation plan in accordance with Section 404 shall be prepared and maintained for Group E occupancies and for buildings containing both a Group E occupancy and an atrium. Group E occupancies shall comply with Sections 403.5.1 through 403.5.4. (in every classroom) (Title 19). (CF C403.5)

FDB23-02661-20231017115010_CFC403.5_1 -

Tue, 17 Oct 2023 - 11:50 AM



60.Standpipes - FDC Inspection. (CFC 912.7)

Status: No Violation Observed

INSPECTOR COMMENT:

LOCATION: front left.

CFC REFERENCE: Inspection, testing and maintenance. Fire department connections shall be periodically inspected, tested and maintained in accordance with California Code of Regulations, Title 19, Division 1, Chapter 5. Records of inspection, testing and maintenance shall be maintained. (CFC 912.7)

FDB23-02661-20231017115254_CFC912.7_1 -

Tue, 17 Oct 2023 - 11:52 AM



61.Standpipes - Testing and maintenance. (CFC 903.5)

Status: No Violation Observed

INSPECTOR COMMENT:

LOCATION: riser in garage.

CFC REFERENCE: Testing and maintenance. Sprinkler systems shall be tested and maintained in accordance with Section 901 and NFPA 72 Section 10.1.1.2. (CFC 903.5)

FDB23-02661-20231017115348_CFC903.5_1 -

Tue, 17 Oct 2023 - 11:53 AM



63.Fire Extinguishers - Fire Extinguisher Service. (CFC 906.2)

Status: No Violation Observed

INSPECTOR COMMENT:

LOCATION: campus.

CFC REFERENCE: Portable fire extinguishers shall be selected, installed and maintained in accordance with this section and California Code of Regulations, Title 19, Division 1, Chapter 3. (CFC 906.2)

FDB23-02661-20231017115430_CFC906.2_1 -

Tue, 17 Oct 2023 - 11:54 AM



64.Sprinklers - Inspection, Testing and Maintenance of Fire Alarm System. (CFC 907.8.2)

Status: No Violation Observed

INSPECTOR COMMENT:

LOCATION: riser in garage.

CFC REFERENCE: Testing shall be performed in accordance with the schedules in NFPA 72 or more frequently where required by the fire code official. Records of testing shall be maintained. (CFC 907.8.2)

FDB23-02661-20231017115454_CFC907.8.2_1 -

Tue, 17 Oct 2023 - 11:54 AM



74.Standpipes - Fire Hose Cabinets. (CFC 905.7)

Status: No Violation Observed

INSPECTOR COMMENT:

LOCATION: campus.

CFC REFERENCE: Cabinets containing fire-fighting equipment, such as standpipes, fire hose, fire extinguishers or fire department valves, shall not be blocked from use or obscured from view. (CFC 905.7)

FDB23-02661-20231017115700_CFC905.7_1 -

Tue, 17 Oct 2023 - 11:57 AM



77.Fire Extinguishers - Fire Extinguisher Certification. (CFC 906.2)

Status: No Violation Observed

INSPECTOR COMMENT:

LOCATION: campus.

CFC REFERENCE: Portable fire extinguishers shall be selected, installed and maintained in accordance with this section and California Code of Regulations, Title 19, Division 1, Chapter 3. (CFC 906.2)

FDB23-02661-20231017115733_CFC906.2_1 -

Tue, 17 Oct 2023 - 11:57 AM



79.Fire Alarm - Fire Alarm System. (CFC 907.5)

Status: No Violation Observed

INSPECTOR COMMENT:

LOCATION: fist floor facp room.

CFC REFERENCE: Occupant notification systems. A fire alarm system shall annunciate at the fire alarm control unit and shall initiate occupant notification upon activation, in accordance with Sections 907.5.1 through 907.5.2.3.4. Where a fire alarm system is required by another section of this code, it shall be activated by:
Automatic fire detectors.
Automatic sprinkler system waterflow devices.
Manual fire alarm boxes.
Automatic fire-extinguishing systems. (CFC 907.5)

FDB23-02661-20231017115749_CFC907.5_1 -

Tue, 17 Oct 2023 - 11:57 AM



80.Fire Alarm - Inspection, Testing and Maintenance of Fire Alarm System. (CFC 907.8)

Status: Compliant

INSPECTOR COMMENT: Compliant

LOCATION: facp.

CFC REFERENCE: The maintenance and testing schedules and procedures for fire alarm and fire detection systems shall be in accordance with Sections 907.8.1 through 907.8.5 and NFPA 72. Records of inspection, testing and maintenance shall be maintained. (CFC 907.8)

FDB23-02661-20231017111042_CFC907.8_1 -

Tue, 17 Oct 2023 - 11:10 AM



FDB23-02661-20231017111112_CFC907.8_1 -

Tue, 17 Oct 2023 - 11:11 AM



81.Fire Alarm - Inspection, Testing and Maintenance. (CFC 906.1)

Status: No Violation Observed

INSPECTOR COMMENT:

LOCATION: facp room.

CFC REFERENCE: Fire detection and alarm systems, emergency alarm systems, gas detection systems, fire extinguishing systems, mechanical smoke exhaust systems and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed. (CFC 906.1)

FDB23-02661-20231017115841_CFC906.1_1 -

Tue, 17 Oct 2023 - 11:58 AM



Signature Responsible Party:

Name: Marisol Magana

A handwritten signature in black ink, appearing to be 'M Magana', written in a cursive style.

Marisol Magana

Signature Inspector:

Name: Chazie Sauza

A handwritten signature in black ink, appearing to be 'Chazie Sauza', written in a cursive style.

Chazie Sauza



Oakland Fire Department, Fire Prevention Bureau
250 Frank H. Ogawa Plaza, Ste. 3341
Oakland, CA 94612-2032



CERTIFICATE OF COMPLIANCE

Date: 10/17/2023

AMERICAN INDIAN MODEL SCHOOLS
171 12TH ST
OAKLAND, CA 94607-4900

Facility / Site Location:
AMERICAN INDIAN MODEL
SCHOOLS
171 12TH ST
OAKLAND, CA 94607

The Certificate of Compliance is Non-transferrable.

Pursuant to Oakland Municipal Code 13401 Section 15.12, a Fire/Life Safety inspection was conducted on 10/17/2023 at 171 12TH ST. This Fire Clearance/Certificate is being granted and is valid provided that the following conditions are met:

CFC Section 102.3: Change of use or occupancy. Changes shall not be made in the use or occupancy of any structure that would place the structure in a different division of the same group or occupancy or in a different group of occupancies, unless such structure is made to comply with the requirements of this code and the California Building Code.

CFC Section 107.1: 107.1 Maintenance of safeguards. Where any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.

We want to take this opportunity to thank you for maintaining your building in accordance with Fire/Life Safety standards, which make the City of Oakland a safer city.

Should you have any questions, please call (510) 238-3462.

Sincerely,

Chazie Sauza
Oakland Fire Department
Office of the Fire Marshal

APN: 002 008100300
Inspection Reference #: 19270796
Record #: FDB23-02661
Fire Prevention District: FPD 2
Station #: 12

Register for a Fire ACA (Accela Citizen Access) account to obtain detailed information to your Fire inspection records. The registration provides transparent access to all your Fire records. See scheduled inspections, inspection results and photos taken during the inspections. You can also access and save/print inspection letters. Please visit <https://aca.accela.com/oakland> to register.

We are also excited to announce that a mobile APP is available for registered users in the APP store for Apple or Android devices. Search for City of Oakland Fire ACA Records. Use the same log-in as the one you created for ACA (once you have been notified of account activation). Letters and Photos are located under Reports and can be printed or saved.



AIMS K-12 College Prep Charter District

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CAP Committee Progress Monitoring Report Evidence

EXHIBIT D(2)

SAFETY PLAN CREATION CHECKLIST

AIMS Safety Plan Review Process Checklist

Collaborative Drafting

- Work closely with the Director of Schools and site leadership.
- Draft the initial safety plan.

Inclusive Input Gathering

- Collect input from students, teachers, and families - School Site Council
- Engage community partners and experts for their insights

School Site Council Review

- Present the draft to the committee for initial approval.
- Incorporate committee feedback into the plan.

Superintendent Review

- Submit the revised plan to the Superintendent for critique.
- Make further revisions based on the Superintendent's feedback.

Board Committee Evaluation

- Present the plan to the board committee for review and critique.
- Adjust the plan according to the board committee's recommendations.

Board Approval

- Submit the final version of the safety plan to the board for approval.

Public Communication

- Once approved, forward the plan to the Marketing and Communications Department.
- Ensure the plan is posted and published for public access.

Staff Training

- Conduct training and plan review sessions for staff during boot camp.
- Provide regular reminders and updates in staff meetings by site leaders.

Ongoing Monitoring

- Establish a schedule for regular monitoring of plan implementation.
- Assign responsibilities for monitoring to appropriate staff members.



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CAP Committee Progress Monitoring Report Evidence

EXHIBIT D(3)



AIMS K-12 College Prep Charter District

AIMS Board of Directors Meeting

Date and Time

Tuesday June 15, 2021 at 6:30 PM PDT

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/89134349814?pwd=c0ptRE5nazlMQmtMSEg3QzhnWWdJUT09>

Meeting ID: 891 3434 9814

Passcode: 732616

One tap mobile

+16699006833,,89134349814#,,,,*732616# US (San Jose)

+12532158782,,89134349814#,,,,*732616# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 891 3434 9814

Passcode: 732616

Find your local number: <https://us02web.zoom.us/j/89134349814?pwd=c0ptRE5nazlMQmtMSEg3QzhnWWdJUT09>

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting. **Comments and questions should be entered into the chat feature of the Zoom meeting.**

Join Zoom Meeting: <https://us02web.zoom.us/j/89134349814?pwd=c0ptRE5nazlMQmtMSEg3QzhnWWdJUT09>

Meeting ID: 891 3434 9814

Passcode: 732616

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Call the Meeting to Order		Chris Edington	1 m
Board President will call the June 15, 2021 Board of Directors meeting to order.			
B. Record Attendance and Guests	Vote	Corey Hollis	2 m
Corey Hollis will record attendance of Board Directors and introduce any guest present at the June 15, 2021 AIMS Board of Directors Meeting.			
C. Adoption of Agenda	Vote	Chris Edington	2 m
AIMS Board Directors will adopt the June 15, 2021 AIMS Board of Directors Agenda.			
D. Approval of The May 18, 2021 AIMS Board of Directors Meeting Minutes	Approve Minutes	Corey Hollis	1 m
AIMS Board Directors will consider approval of the May 18, 2021 Board of Directors Meeting Minutes.			
E. Public Comment on Agenda Items			10 m
Public Comment on Agenda Items is set aside for members of the Public to address the items on the Board's agenda prior to each agenda item. The Board of Directors			

	Purpose	Presenter	Time
<p>will not respond or take action in response to Public Comment, except that the board may ask clarifying questions or direct staff. Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).</p>			
F.	Public Comment on Non-Agenda Items		10 m
<p>Public Comment on Non-Agenda Items is set aside for members of the Public to address the items not on the Board's agenda. The Board of Directors will not respond or take action in response to Public Comment, except that the board may ask clarifying questions or direct staff. Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).</p>			
II.	Non-Action Items		6:56 PM
A.	President's Report	FYI Chris Edington	5 m
B.	Superintendent's Report	FYI Superintendent Woods-Cadiz	5 m
C.	AIMS K-12 Report	FYI Heads of Schools and Division Heads	15 m
<p>Heads of School</p> <ul style="list-style-type: none"> • Mr. Christopher Ahmad - Elementary School • Ms. Natalie Glass and Riffat Akram - Middle School • Mr. Maurice Williams - High School 			
D.	English Language Development (ELD) Report	FYI Vannee Chand	5 m
E.	Education Coordinator, College Bound Kids Report	FYI Matthew Gordan	5 m
F.	Operations Report	FYI Operations	10 m
<ul style="list-style-type: none"> • Ms. Marisol Magana: Data, Accountability, and Operations Director. • Ms. Tiffany Tung: Data, Accountability, and Operations Manager. 			
G.	D&A Communications Presentation	FYI Ariella Flatt	7 m

	Purpose	Presenter	Time
D&A Communication will report on the findings and provide strategies for AIMS marketing improvement.			

III. Action Items 7:48 PM

A.	Consent Calendar	Vote	Chris Edington	2 m
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1. AIMS Board of Directors will consider approving Consent Calendar items:
1. Oakland Enrolls Memorandum of Understanding (MOU)
 2. BACR After School Agreement for AIMS MS and AIPCS II
 3. Expanded Learning Opportunity Plan - Update (AIMS HS, AIMS MS and AIPCS II)
 4. Illuminate and PowerSchool contracts
 5. PowerSchool Conference, Las Vegas - Operations Department
 6. PowerSchool Conference, Las Vegas - AIMS Heads of School

B.	Board Authorization for the AIMS President and Superintendent to sign the Ballot in favor of the formation of the Oakland Chinatown Benefit Business Improvement District 2021	Vote	Aliza Gallo	5 m
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AIMS Board of Directors will consider approving the authorization of the AIMS President and Superintendent to sign the Ballot in favor of the formation of the Oakland Chinatown Benefit Business Improvement District 2021 for an annual cost of \$4,500.00

C.	2021-2022 Adoption Budget	Vote	Katema Ballentine	3 m
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D.	Education Protection Account	Vote	Katema Ballentine	3 m
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E.	2021 - 2022 Protected Prayer Resolution for AIPCS, AIPCS II, and AIPHS	Vote	Katema Ballentine	3 m
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The Board of Directors will consider the approval of the 2021 - 2022 Protected Prayer Resolution for AIPCS, AIPCS II, and AIPHS.

F.	AIPCS II 2021 - 2022 LCAP Template & AIPCS II Annual LCAP Update Template	Vote	Christopher Ahmad	3 m
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The Board of Directors will consider the approval of the AIPCS II 2021 - 2022 LCAP Template & AIPCS II Annual LCAP Update Template in the amount of \$7,978,384

G.	AIMS MS LCAP 2021 - 2022 and 2019 - 2020 LCAP and 2020 - 2021 LCAP Update	Vote	Riffat Akram	3 m
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	Purpose	Presenter	Time
The Board of Directors will consider the approval of the AIMS MS LCAP 2021 - 2022 and 2019 - 2020 LCAP and 2020 - 2021 LCAP Update in the amount of \$3,121,938			
H.	AIMS HS LCAP 2021-2022 and 2019-2020 LCAP and 2020-2021 LCAP Update	Vote	Maurice Williams 5 m
The Board of Directors will consider the approval of the AIMS HS LCAP 2021-2022 and 2019-2020 LCAP and 2020-2021 LCAP Update in the amount of \$5,927,587.			
I.	AIMS HS 2021-22 School Plan For Student Achievement	Vote	Maurice Williams 3 m
The Board of Directors will consider the approval of the AIMS HS 2021 - 22 School Plan for Student Achievement in the amount of \$135,686.00			
IV.	Closed Session		8:18 PM
A.	Public Comment on Closed Session Items	FYI	10 m
Public Comment on closed session items is set aside for members of the Public to address items on the Board's agenda for closed session. The Board of Directors will not respond or take action in response to Public Comment, except that the board may ask clarifying questions or direct staff. <u>Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).</u>			
B.	Recess to Closed Session	Discuss	15 m
Closed Session Items:			
1. Conference with Real Property Negotiations (Gov. Code Section 54956.9)			
2. Conference with Legal Counsel - Anticipated Litigation (Gov. Code Section 54956.9)			
3. Employee Matters			
C.	Reconvene from Closed Session	Vote	2 m
Roll Call			
D.	Report from Closed Session	FYI	3 m
- Board President, Mr. Chris Edington			

	Purpose	Presenter	Time
V. Closing Items			8:48 PM
A. Adjourn Meeting	FYI		
B. NOTICES	FYI	Corey Hollis	1 m

The next regular meeting of the Board of Directors is scheduled to be held on August 17, 2021, at 6:30 pm. AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510)220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

I, Corey Hollis, hereby certify that I posted this agenda on the AIMS website at www.aimsk12.org, on June 12, 2021, at 6:25 PM.

Certification of Posting



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)
AIPCS II
171 12th St | Oakland | CA 94607

E elementary@aimsk12.org
T 510-893-8701
F 510-893-0345

www.AIMSK12.org

AIMS College Prep Middle School (6-8)
Formerly known as AIPCS
171 12th St | Oakland | CA 94607

E middleschool@aimsk12.org
T 510-893-8701
F 510-893-0345

AIMS College Prep High School (9-12)
Formerly known as AIPHS
746 Grand Ave | Oakland | CA 94610

E highschool@aimsk12.org
T 510-220-5044
F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT D(4)

APPROVED AS TO FORM AND LEGALITY



CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION:

- 1) **DECLARING AN INTENTION TO FORM THE CHINATOWN COMMUNITY BENEFIT BUSINESS IMPROVEMENT DISTRICT 2021 ("CHINATOWN BID 2021"); AND**
- 2) **GRANTING PRELIMINARY APPROVAL OF THE CHINATOWN BID 2021 MANAGEMENT PLAN; AND**
- 3) **DIRECTING FILING OF THE PROPOSED CHINATOWN BID 2021 ASSESSMENT DISTRICT BOUNDARY DESCRIPTION WITH THE CITY CLERK; AND**
- 4) **DIRECTING DISTRIBUTION OF A BALLOT TO ALL AFFECTED PROPERTY OWNERS IN THE PROPOSED CHINATOWN BID 2021 TO DETERMINE WHETHER A MAJORITY PROTEST EXISTS; AND**
- 5) **SCHEDULING A PUBLIC HEARING FOR JULY 20, 2021.**

WHEREAS, the City Council of the City of Oakland enacted the City of Oakland Business Improvement Management District Ordinance (Oakland Municipal Code (O.M.C.), Chapter 4.48) (hereinafter "BIMD Ordinance") establishing the procedures for the formation of business improvement management districts; and

WHEREAS, the City Council approved a Neighborhood Business Improvement District ("NBID") Program pursuant to Oakland City Council Resolution No. 75323 C.M.S., dated November 9, 1999, to provide technical and financial assistance to stakeholder groups of business and property owners in the City to assist in the formation of such districts; and

WHEREAS, business and property owners in the Oakland Chinatown area have submitted a petition under the BIMD Ordinance (O.M.C. section 4.48.050.A) to form the Chinatown Community Benefit Business Improvement District 2021 ("Proposed District") and seek qualification as a Business Improvement Management District ("BIMD") under Oakland's BIMD Ordinance; and

WHEREAS, the Preliminary Report of the City Administrator containing all information required by the BIMD Ordinance has been prepared and was filed with the Office of the City Clerk on May 19, 2021; and

WHEREAS, a Management Plan for the operation of the Proposed District (“District Plan”), which is attached hereto and incorporated herein as **Exhibit A**, has been prepared in accordance with the provisions of Article XIII of the California Constitution and the BIMD Ordinance, and has been placed on file with the Office of the City Clerk for proceedings in formation of the Proposed District; and

WHEREAS, the Proposed District consists of approximately 52 square blocks of 1,293 parcels owned by 1,033 property owners, including the City of Oakland, as specifically described in the Boundary Map found in Appendix 2 of the District Plan; and

WHEREAS, the District Plan contains a detailed engineer’s report prepared by a registered professional engineer recognized by the State of California (see Attachment 1 to the District Plan, Engineer’s Report); and

WHEREAS, the District Plan provides for enhanced cleaning, ambassador services, special benefit cleaning, marketing, hospitality, public right of way beautification, promotional activities, and improvements of particular benefit to the properties located within the Proposed District; and

WHEREAS, the proposed assessment to be levied against each property in the Proposed District is based on lot square footage, building square footage, linear frontage, and land use of each parcel located within the Proposed District, and the amount of the assessment proposed for each property is contained in the Engineer’s Report (see Attachment 1 of the District Plan, Appendix 1 of the Engineer’s Report); and

WHEREAS, the total amount in assessments that will be collected for the Proposed District in the first year is One Million Three Hundred Nine Thousand Eight Hundred Thirty-Seven dollars (\$1,309,837); and

WHEREAS, the District Plan provides that any increase in the amount of the assessment upon affected properties shall not exceed 5% per year for the duration of the Proposed District; and

WHEREAS, the Proposed District’s assessment shall be effective for a period of ten (10) years beginning July 1, 2021 through June 30, 2031 as provided for in the District Plan and related special benefit services will begin January 1, 2022 and end December 31, 2031; and

WHEREAS, the assessment shall be attached to the property and collected with the annual county property taxes, and in certain cases through a special municipal billing, and shall continue annually as provided for in the Chinatown BID 2021 Plan for each year that the Proposed District is in existence unless modified by the City Council on the recommendation of the Advisory Board for the Proposed District; and

WHEREAS, the Proposed District will terminate in 10 years at the end of 2031, as required by the BIMD Ordinance (O.M.C. section 4.48.080); now, therefore, be it

RESOLVED: That the City Council declares its intention to form a Chinatown Business Improvement Management District pursuant to Chapter 4.48 of the Oakland Municipal Code; and be it

FURTHER RESOLVED: That the name of the Proposed District will be the Chinatown Community Benefit Business Improvement District 2021; and be it

FURTHER RESOLVED: That the proposed assessments to be levied against each property in the Proposed District is based on lot square footage, building square footage, linear frontage, and land use of each parcel located within the Proposed District; and be it

FURTHER RESOLVED: That the total amount in assessments that will be collected for the Proposed District in the first year is One Million Three Hundred Nine Thousand Eight Hundred Thirty-Seven dollars (\$1,309,837) and that the amount chargeable to each parcel shall be the amount shown in the Engineer's Report of the Chinatown CBD Plan 2021 (see Attachment 1 of the District Plan, Appendix 1 of the Engineer's Report) if the Proposed District is established; and be it

FURTHER RESOVLED: That any increase in the amount of the assessment upon affected properties shall not exceed five percent (5%) per year for the duration of the Proposed District; and be it

FURTHER RESOLVED: That the boundaries of the Proposed District shall be those set forth in the Boundary Map found in Appendix 2 of the Engineer's Report; and be it

FURTHER RESOLVED: That a public hearing on formation of the Proposed District will be held on July 20, 2021, at 1:00 p.m. in the City Council Chambers in City Hall, located at 1 Frank H. Ogawa Plaza, Oakland California, or via teleconference as may be mandated by State or County emergency health orders; and be it

FURTHER RESOLVED: That, at any time prior to the date of the public hearing, any person affected by the proposed assessment, may submit a written protest describing his or her objections to formation of the Proposed District, the boundaries of the Proposed District, the proposed assessment, or the types of improvements and activities proposed to be funded by the assessments, or describing any other alleged irregularity or insufficiency in these proceedings; and be it

FURTHER RESOLVED: That any written protest shall be filed with the Office of the City Clerk and shall, in addition to describing all objections to and alleged defects in formation of the Proposed District, contain the following information:

1. A description of the property, by address or Assessor Parcel Number (APN), that will be affected by the proposed assessment,
2. The amount of the proposed assessment upon said property,
3. The full name of the owner of the property that will be subject to the assessment, and
4. The full name of the person submitting the written protest if different from the owner of the property, and his or her relationship to the owner of the property

; and be it

FURTHER RESOLVED: That written protests that do not comply with the requirements stated above will not be considered; and be it

FURTHER RESOLVED: That at the public hearing all written protest and the testimony of all interested persons for or against the establishment of the Proposed District, the proposed assessment, the boundaries of the Proposed District, or the furnishing of the specified types of improvements or activities will be heard; and be it

FURTHER RESOLVED: That at the conclusion of the public hearing all ballots cast in favor of and against the Proposed District shall be tabulated, and the results of the tabulation shall be reported to the City Council; and be it

FURTHER RESOLVED: That if a majority protest exists the proposed assessment will not be imposed; and be it

FURTHER RESOLVED: That, pursuant O.M.C. section 4.48.070(G), a majority protest exists if, upon the conclusion of the Public Hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted in proportion to the assessment upon the affected property; and be it

FURTHER RESOLVED: That if a majority protest does not exist, a resolution establishing the Chinatown Community Benefit Business Improvement District 2021 and levying the assessment will be adopted by the City Council, at the conclusion of the public hearing; and be it

FURTHER RESOLVED: That the City Clerk is directed to mail by first-class mail a copy of this Resolution of Intention to form the Proposed District along with the ballot attached hereto as **Exhibit B** to each property owner in the proposed district, and to each local chamber of commerce and business organization known to be located within the Proposed District not less than forty-five (45) days before the scheduled public hearing; and be it

FURTHER RESOLVED: That the City Clerk is directed to publish this Resolution of Intention to form the Chinatown Community Benefit Business Improvement District 2021 in a newspaper of general circulation in the City at least (7) seven days before the public hearing; and be it

FURTHER RESOLVED: That following adoption of this resolution of intention, the City Clerk shall record a notice and map describing the assessment district pursuant to California Streets and Highways Code Division 4.5 (commencing with Section 3100).

3059644v11

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FIFE, GALLO, KALB, KAPLAN, REID, TAYLOR, THAO AND
PRESIDENT FORTUNATO BAS

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____
ASHA REED
City Clerk and Clerk of the Council of the
City of Oakland, California



The Oakland Chinatown Community Benefit District Management District Plan

Final Plan – May 20, 2021

*Prepared pursuant to the City of Oakland's
Business Improvement Management District Ordinance of 1999
12190, Under Municipal Code Chapter 4.48
for the Chinatown Oakland Business and Property Owners*

Prepared for:

The Oakland Chinatown Chamber of Commerce
Oakland Chinatown CBD Steering Committee
City of Oakland

Prepared by:

New City America, Inc.
The Oakland Chinatown Community Benefit District Steering Committee



Corporate Office ▪ 2011 W. California Street ▪ San Diego, CA 92110 ▪ 619-233-5009 ▪
Midwest Office ▪ 300 N. State Street ▪ Ste 4710 ▪ Chicago ILL ▪ 60654 ▪ 888-356-2726
New England Office: 42 Pearl Street, ▪ New Bedford, MA ▪ 02740
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**The Oakland Chinatown Community Benefit District
2021 Management District Plan**

Section Number

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Attachment:

A. Engineer's Report

Section 1 Management District Plan Summary

The name of this Community Benefit District (“CBD”) is the Oakland Chinatown Community Benefit District (“Oakland Chinatown CBD” or the “District”). The District is formed under the Business Improvement Management District Ordinance of 1999 # 12190, Under Municipal Code Chapter 4.48 of the Oakland City Code relating to the establishment of Business Improvement Districts.

The levy of assessments on real property within the proposed District will fund physical improvements to individual properties, attract new customers, tenants, and increase business sales resulting in stabilized rents, particularly after the impact of COVID 19 on property owners throughout Chinatown. The assessments will fund maintenance, special events and activities, and other special benefits within the District, revitalizing the Oakland Chinatown area and creating jobs, attracting and retaining businesses, and reducing crime.

Oakland Chinatown CBD Steering Committee

Since the fall of 2020, the Oakland Chinatown Chamber of Commerce, who has led the effort to investigate and form the Chinatown Community Benefit District, has worked to gauge support within the community for a new *Special Benefit District* for both the Chinatown property owners and business community alike. The Chamber hired New City America – a company specializing in *Special Benefit District* formation and management - to work with the Chinatown business and property owners to investigate the viability of a new Community Benefit District in Oakland’s historic Chinatown.

Since the initiation of work last fall, the Oakland Chinatown Community Benefit District Steering Committee has worked diligently to outreach to property owners and build a level of support for the new CBD. The Oakland Chinatown CBD Steering Committee, has met multiple times, has reviewed five versions of a management plan and finalized the boundaries, services, costs and term at its March 23rd, 2021, Steering Committee meeting. The CBD Steering Committee met on the following dates via video conferencing (due to COVID restrictions) in Chinatown to discuss the final plan:

November 15th, 2020
November 19th

December 10th
January 14th, 2021
February 4th
February 23rd
March 2nd
March 4th
March 15th
March 23rd

The highest number of meeting attendants at these Steering Committee Zoom meetings was 35 participants.

Priority Special Benefit Services/Survey

This past December, a survey was sent out to all the property owners in the proposed CBD area, to ascertain their level of conceptual support for the services that would be funded through the establishment of a new Chinatown CBD. The support for the concept of a new Oakland Chinatown CBD was very strong. The survey tallied the support based upon the property variables that would be assessed in the ultimate funding of the special benefit services of the district. Those property variables include a parcel's lot size, linear frontage and building square footage. The results were as follows:

The survey, which was translated into Chinese, was mailed to almost 1,100 property owners and asked a variety of specific questions regarding property owner-funding of services over and above what the City was currently providing. We received 248 responses which supported the following priority services: outlined by the **responding property owners**:

- The number 1 priority special benefit service included regular sidewalk and gutter sweeping, graffiti removal and pressure washing by the new CBD. *(Approved with 67% of the respondents)*
- Number 2 was hiring special ambassadors or private security to walk and bike throughout Chinatown *(Approved by 58% of the respondents)*.
- Number 3 was supporting special events, holiday décor, street festivals, etc. *(Approved by 56% of the respondents)*
- Number 4 was funding special benefit services to respond to homeless, panhandling and loitering in Chinatown *(Approved by 56% of the respondents)*

Based upon these results, the Oakland Chinatown CBD Steering Committee determined that there was enough support to come up with a preliminary Management District plan. Based upon the survey results, the following property owners (as determined by their parcel dimensions and ownership), supported the formation of the new Chinatown CBD. *(The goal was to receive 30% support by linear frontage, 30% by lot size and 30% by building square footage).*

Survey results in support of the Chinatown CBD:

34% of the building square footage.

36% of the lot size.

28% of the linear frontage.

Average support level: 32.6% of the overall property variables in the study area.

Changes in Oakland's Chinatown

In 2011, the State Legislature dismantled 408 redevelopment agencies, redirecting the flow of funds back to the counties, school districts, and cities rather than reinvesting back into redevelopment areas. The California League of Cities filed a lawsuit to stop this elimination, resulting in a 2011 California Supreme Court ruling ceasing the operations of all redevelopment agencies by February 2012.

Consequently, the method of financing used previously by the City of Oakland to fund Chinatown improvements no longer exists. In the past, the opportunity to fund pedestrian lighting, new sidewalks, and public improvements in Chinatown was typically been through this redevelopment, tax-increment financing. In light of the loss of that historic funding mechanism, the investigation of a new Chinatown CBD centered on these six questions:

1. *How to fund the programs that will make Oakland's Chinatown district brand become more positive in Alameda County.*
2. *How to create greater demand for Chinatown's buildings resulting in greater rental rates and commerce to businesses and tenants, particularly in light of the devastating impact of the COVID 19 pandemic, the demonstrations last summer that greatly impacted Chinatown, as well as the increasing violence against the Asian, particularly Chinese- American community throughout the country.*
3. *How to ensure that issues in the public rights of way, including people demonstrating questionable behavior, will be managed more consistent with standards in other communities.*
4. *How to drive more tenants to the buildings in Chinatown and attract more customers and visitors to rebuild the retail and restaurant sectors here.*
5. *How to ensure that the public rights of way will become more orderly and attractive and promote the culture and history of Oakland's Chinatown.*
6. *How to attract new mixed-use developments and new housing that will be built within walking district of the Chinatown/Lake Merritt BART station.*

How can a new CBD benefit property owners in Oakland's Chinatown?

In summary, a Oakland Chinatown CBD is a *Special Benefits Assessment District* whereby property owners vote, through a mail ballot procedure, to supplement their property tax bills to pay for and control the assessments they generate through the CBD. *The CBD will not replace current City services, but it can fund solutions to supplement City services in the areas including:*

- Safety, petty criminal and homeless/vacancy problems
- Sidewalk cleanliness
- Increase the trimming and replacement of damaging trees and landscaping
- Install/improve decorative amenities such as street furniture/fixtures/equipment/lighting
- Promote and enhance the brand/image of Oakland Chinatown
- Manage events at in and around the the cultural facilities throughout the district
- Create a strong social media presence, and facilitate public relations for Oakland Chinatown businesses
- *Provide parking directional services and other mobility related activities*

- *Promote the many cultural amenities and cultural activities throughout Chinatown including current events (pre-covid), as well as the reopening of the Oakland Museum and the soon to be opened Kaiser Convention Center;*
- *Promoting public space development and placemaking*

MOST IMPORTANTLY, THESE PROPERTY ASSESSMENT FUNDS WILL NOT REPLACE EXISTING CITY SERVICES IN CHINATOWN AND WILL BE CONTROLLED BY A NEW NON-PROFIT CORPORATION OF PROPERTY AND BUSINESS OWNERS, ESTABLISHED AFTER THE DISTRICT IS VOTED IN BY PROPERTY OWNERS.

Special Benefit Budget Category Analysis

The Oakland Chinatown *Management District Plan* gives the property owners greater flexibility in determining the type and frequency of special benefit services that will be allocated on a year-to-year basis. As Chinatown evolves and re-emerges from the negative impact of COVID 19, services that are needed one year may not be needed the next. *Therefore, “bundles” or categories of special benefit funding are created and divided into four broad categories.*

The proposed Oakland Chinatown Community Benefit District, will fund special benefit services, over and above, what the City of Oakland and Alameda County are currently providing. Special benefits and supplemental to the general benefits paid for out of the City and County budgets. Those bundles including the following:

CIVIL SIDEWALKS

Examples of this category of special benefit services and costs may include, but are not limited to:

- Funding and implementation of the Chinatown Ambassador Program:
 - *Increase neighborhood vibrancy through beautification and relationship building with merchants, workers and residents, including but not limited to:*
 - *Provide safe passage to and from destinations within Chinatown by providing escorts, directions/wayfinding, and general assistance*
 - *Address non-criminal complaints and de-escalate when possible (loud noises, illegal dumping, etc.). Otherwise, contact medical and emergency services.*
 - *Conduct wellness checks of individuals in need, provide linkages and referrals to social services.*
 - *Provide local workforce development opportunities*
 - *Foster multiracial and intergenerational relationships to deepen and widen investment, care, and connection to Chinatown*
 - *Engage, integrate, and manage volunteers who want to be trained in beautification, safety strolling, de-escalation, data collection, and relationship building with local residents and merchants.*
- Regular sidewalk and gutter sweeping
- Regular sidewalk steam cleaning
- Beautification of the district
- Enhanced trash emptying (over and above city services)
- Timely graffiti removal, within 72 hours as necessary
- Maintenance of existing and new public spaces that are not park of the City of Oakland Park responsibilities

- Installation of and maintenance of hanging plants, planting flowers throughout the district
- Personnel to manage the in-house or contracted maintenance and/or security teams.

DISTRICT IDENTITY AND PLACEMAKING

Examples of this category of special benefit services and costs may include, but are not limited to:

- Web site development and updating
- Social media, hiring of a bilingual public relations firm
- Enhancing the current Chamber holiday and seasonal decorations
- Branding of the Oakland Chinatown CBD properties so a positive image is promoted to the public including the development of a new logo
- Enhancement to the current Chamber Banner programs
- Public art displays
- Public space design and improvements
- Personnel to manage the in-house or contracted public relations, web site maintenance or social media contractors

ADMINISTRATION/PROGRAM MANAGEMENT

Examples of this category of special benefit services and costs may include, but is not limited to:

- Staff and administrative costs, contracted or in-house
- Directors and Officers and General Liability Insurance
- Office related expenses
- Rent
- Financial reporting and accounting
- Legal work

CONTINGENCY/CITY AND COUNTY FEES/RESERVE

Examples of this category of special benefit services and costs include, but is not limited to:

- Delinquencies, City/County fees, reserves

Each section will give the property owner management corporation the overall percentages per services for the life of the District, but the flexibility to prioritize or minimize a line item service found within that category during the life of the District. The four categories of services include Civil Sidewalks, District Identity and Placemaking, Administration, and Contingency.

The categories of services and their percentages represent the service plan the Chinatown property owners will be voting on when the District comes up for a mail ballot later this Spring or during the summer.

METHOD OF FINANCING

The financing of the Oakland Chinatown CBD is based upon the levy of special assessments on real properties that receive special benefits from the improvements and activities based upon which Benefit Zone they are located within. See Section 4 for assessment methodology and compliance with Article XIII (d) of the California State Constitution. There will be five factors used in the determination of proportional costs to the parcels in the District. These five factors are:

- Linear frontage, on all sides of the parcel (excluding alleys)

- Lot size or the footprint of the parcel
- Building square footage. (with deductions made for internal, private parking structures within a building)
- Current and future residential condominiums that will be constructed within the District
- Location within one of the two geographic benefit zones of the district

In addition, other factors will be used to determined assessments based upon the anticipated benefit with the current land uses:

1. Single family residential parcels will be assessed for linear frontage, on all sides, only;
2. Residential condominiums will be assessed for their specific parcel building square footage only;
3. All public and ecumenically owned and operated parcels will be assessed for linear frontage and lot size only;
4. The Oakland Museum and Kaiser Convention Center, (both owned by the City of Oakland and leased to third parties), which are in Benefit Zone 2, will have their assessments applied to their massive building and linear frontages, as well as lot size that matches their building footprint.
5. Legally mandated affordable apartments, whether privately or owned by non-profit entities, will pay 50% of the building square footage costs or .10 per building square foot regardless of the Benefit Zone location. Those buildings though will pay full linear frontage and full lot size costs but will be paying \$0.10 per building square foot on the affordable housing apartments. Any commercial properties (unless mandated to be affordable), that are included in the development site, will pay the full assessment costs based upon their Benefit Zone. It will be up to the property owners to identify all legally assigned affordable housing units, either to the consultant writing this plan or the district management corporation once the CBD has been approved.

Data and Benefit Zones

There are 1,277 individual parcels owned by 1,010 property owners in the proposed Oakland Chinatown Community Benefit District.

The data that was obtained by Alameda County as well as input from the various property owners in Chinatown have yielded the following information which is to be used as the basis for the generation of revenue to fund the special benefits outlined in this Management Plan.

That data, as of January 1st, 2021 is as follows:

1,453 in linear feet for single family residences.

501,839 in building square footage for residential condominiums
 3,260,163 in building square footage overall
 3,170,096 in lot size
 47,947 linear feet in linear frontage

The following description summarizes the two different Benefit Zones within the proposed Oakland Chinatown Community Benefit District. Both of the Benefit Zones are geographically based, additionally specific land uses will have different assessments based upon the ownership, use and function of the parcel(s). In general, the benefit one boundaries are proposed as follows:

Zone 1. Core Area: The core properties, in general that run from the east side of Franklin (except between 6th and 8th street where both sides of the street are assessed), up to 11th Street, then including both sides of Webster Street up to 13th Street, heading east on 13th Street from Webster Street to Lakeside Drive, then running south down Fallon Street, stopping at 12th Street. Parcels south of 10th Street, (except the Oakland Museum and Kaiser Convention Center) shall be in Zone 2. The boundary for Zone 1 continues along the north side of 10th Street, westward to Alice Street, which then turns south including all parcels on the west side of Alice southward to 6th Street and the 880 Freeway. Continuing along the north side of the 880 freeway at Alice Street, running westward to the parcels on the west side of Franklin Street at 6th Street. *The western boundary is uneven due to the fact that the Downtown Community Benefit District included various parcels within the historic Chinatown boundaries when the renewed in 2018.*

Zone 2. Peripheral area: The parcels, including the majority of single-family residential land uses south of the Lake Merritt BART station including all parcels on the east side of Alice Street to Fallon Street (west side of Fallon only and not including Laney College), and including all of the parcels between the north side of the 880 freeway to the south side of 10th Street between Alice Street and the east end of the Kaiser Convention Center. Benefit Zone 2 parcels include the BART station and related parking lots, the Kaiser Convention Center and the Oakland Museum.

Costs:

The costs per parcel are based upon the five factors listed on Page 8 above. The Benefit Zones are determined by the anticipated special benefits that a parcel will receive based upon its proximity to the core of the district, as well as the frequency of special benefit services that that parcel will be receiving. All assessments must be proportional to the special benefits received so we have agreed upon the following Benefit Zones.

Proposed First Year Chinatown CBD Budget – 2022

Category of Special Benefit Services	Annual Amount First Year	Percentage of total budget
Civil Sidewalks	\$865,000	66%
District Identity/Placemaking	\$180,000	14%
Administration	\$195,000	15%
Contingency	\$ 69,837	5%
Total	\$ 1,309,837	100%

First Year Annual Costs Per Benefit Zone

Property Variable	Benefit Zone 1	Benefit Zone 2
Building Square Footage	\$0.20	\$0.15
Lot size	\$0.15	\$0.08
Linear Frontage	\$5.00	\$3.00
Residential Condos Building Square Foot	\$0.20	\$0.20
Single Family Residential Linear Frontage Only	\$5.00	\$5.00

Reimbursement of Formation Funds

This plan authorizes the repayment of formation funds advanced by Chinatown stakeholders to cover the costs of the survey, calculation of results, the management district plan creation, approval by the CBD Steering Committee, the Assessment Engineers report, the petition drive and the balloting process to be conducted by the City of Oakland. An amount not to exceed \$120,000 shall be reimbursed to those property owners who invested in this process and they shall be repaid in the first three years of the formation of the district, based upon request and need.

Cap

The District budget and assessments may be subject to annual increases not to exceed 5% per year. Increases will be determined by the Owners' Association/District Management Corporation and will vary between 0% and 5% annually. Changes in land uses, the development of vacant parcels, the conversion of tax exempt to profitable land uses, the demolition of buildings, building improvements that increase square footages, and new building construction or residential condominium development, may alter the District's budget and individual property assessments. Linear frontage and parcel size are normally not altered in the redevelopment of a site. Changes to assessments are more likely to occur upon changes to building square footages. Changes may also occur upon the conversion of single parcels to multiple parcels due to the construction of residential and/or commercial condominiums.

Bonds

The District will not issue any bonds related to any program.

District Formation

Under the local enabling ordinance, District formation requires a submission of petitions from property owners in the proposed district representing more than 30% of the total assessments to be paid into the CBD.

Once the City verifies the petitions totaling a minimum of 30% (\$392,951.00) of the first year annual budget which is projected to be \$1,309,837.00 in assessments to the District,

the Oakland City Council may adopt a **Resolution of Intention** to mail out ballots to all affected property owners. The City will then hold a public hearing and tabulate the ballots. The Oakland Chinatown CBD will be formed if the weighted majority of all returned mail ballots support District formation and if the City Council adopts a **Resolution of Formation** to levy the assessments on the benefiting parcels. The date for that public hearing has not been scheduled but is assumed that it will be held in late July 2021, based upon the successful completion of the petition drive.

Term

Under the Oakland local enabling ordinance, the District may be established for a maximum of 10 years. State law and the local enabling ordinance permits an annual disestablishment of the District based upon petition and vote of the property owners. The threshold needed to trigger the balloting for the formation of the district is the same as the process for disestablishment of the district.

Time and Manner for Collecting Assessments

The Oakland Chinatown CBD assessments will appear as a separate line item on annual property tax bills prepared by the County of Alameda Tax Assessor. The assessments are collected at the same time and in the same manner as ad valorem property taxes paid to the County of Alameda. The assessments have the same lien priority and penalties for delinquent payments as ad valorem property taxes. Any delinquent assessments owed for the first year will be added to the property tax roll for the following year together with any applicable interest and penalties. The “property owner” means any person shown as the owner/taxpayer on the last equalized assessment roll or otherwise known to be the owner/taxpayer by the City.

Government Assessments

The Oakland Chinatown CBD Management Plan assumes that the City of Oakland, the Successor Agency to the Redevelopment Agency of the City of Oakland, BART, the County of Alameda, East Bay MUD, the Oakland Unified School District will pay assessments for the public property they own in the District. Article XIII D, Section 4 of the California Constitution provides that public agencies such as the City and Successor Agency are not exempt from the assessments.

Parcels owned by the City of Oakland, the County, BART, East Bay MUD and the Unified School District and other public agencies identified in Section 7 will receive benefits commensurate with assessments they pay in linear frontage and lot size. These publicly owned parcels are presumed to benefit for the civil sidewalks and administration services to the privately-owned parcels with respect to the special benefit services outlined in this Management District Plan.

Governance

Pursuant to Section 36650 of the California Streets and Highway Code, a District Management Corporation or Owners’ Association will review District budgets and policies annually within the limitations of the Management District Plan. The Management Corporation must file Annual Reports with the City of Oakland and will oversee the day-to-day implementation of services as defined in the Management District Plan.

“Owners' association” means a private nonprofit entity that is under contract with a city to administer or implement activities and improvements specified in the management district plan. An owners' association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners' association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. (Streets & Highway Code § 36612.)

A new public benefit non-profit corporation (501c3), will be established once the district has been approved by the property owners and they will serve in the capacity of the Owners Association to run the day to day operations of the district.

Disestablishment

Under the local enabling ordinance, the Oakland Chinatown CBD property owners will have an annual period in which to submit petitions to the City Council to disestablish the CBD. If the property owners vote by weighted majority to disestablish the District, assessments will be removed from the parcels the following fiscal year. Unexpended surplus funds will be returned to property owners based upon a parcel's percentage contribution to the previous fiscal year's assessments.

Exemptions or Reductions in Rates

Under this Management District Plan and consistent with Proposition 218 and Article XIII (D) of the State Constitution, no parcel receiving special benefits from the establishment of a property assessment district is exempt from payment of the assessment. This Plan acknowledges the special benefit that CBD assessments may have on various land uses within the boundaries of the District.

Section 2

Oakland Chinatown Community Benefit District Boundaries

Boundaries

The proposed Oakland Chinatown CBD consists of approximately 52 square blocks consisting of 1,277 parcels owned by 1,010 property owners, including parcels owned by the City of Oakland. See the Oakland Chinatown proposed CBD map in Section 2, pages 15 and 16. The District is generally bounded by:

- *On the south:* bounded by the 880 freeway from Fallon Street on the east to Franklin Street on the west.
- *On the north:* in general, the northern boundary is represented by the parcels on both sides of 13th Street from Webster Street on the west up to Lakeside Drive on the east.
- *On the west:* Due to the inclusion of Chinatown properties in the 2018 renewal of the Downtown Community Benefit District, the western boundary include parcels on both sides of Franklin Street from the 880 to 8th Street, and then the parcels on the east side of Franklin between 8th Street northward to 11th Street, and does not include the parcels between 11th and 12th Street fronting on Franklin but the remainder of the parcels between 11th and 13th Street jogging northward which will be seen on the maps provided in this plan;
- *On the east:* parcels on the west side of Fallon Street from the 880 freeway to 10th Street, and then including both the Oakland Museum and Kaiser Convention Center sites, continuing on the west side of 14th Street up to both sides of 14th Street and Lakeside Drive.

Benefit Zones

The District consists of two benefit zones.

District Boundary Rationale

The Oakland Chinatown CBD boundaries are comprised of parcels that showcase an array of high-quality restaurants, retailers, office buildings, market rate and affordable housing units, hotels, transit centers, family association buildings, single family residential units, parks, public buildings, the Oakland Museum, the Kaiser Convention Center.

Northern Boundary

The northern boundary of the District is defined by the parcels beginning at parcel 001-057-007 and running eastward to the intersection of 13th and Webster Streets and then proceeding north to include all of the parcels on both sides of 13th Street from parcels 001-063-001 and parcel 001-065-15-36 running eastward on both sides of 13th Street including the full block parcels between 13th and 14th Streets, all of the way to the intersection of 13th Street and Lakeside Drive, to parcel 001-091-001.

The District will only provide services to the individual assessed parcels within the boundaries; services will not be provided to parcels that are not assessed. No District programs and services will be provided north of the northern District boundary.

Western Boundary

Due to the inclusion of parcels along the Chinatown side of Broadway into the 2018 Downtown Oakland CBD, the parcel boundary on the west side is a bit fragmented. The western boundary commences at parcel 001-234-005 running mid-block (not include the Orchid Condominium) up to 7th Street. The boundary then crosses northward on 7th to include parcels 001-234-008, 001-234-004-001. The western boundary continues east to the intersection of Franklin Street and 8th Street, then running up Franklin to include all of the parcels on the east side of Franklin up to the intersection of 11th and Franklin Streets. The western boundary then excludes all of the parcels on the east and west side of the street, facing on to Franklin Street ending at parcel 001-057-007.

The District will only provide services to the individual assessed parcels within the boundaries; services will not be provided to parcels that are not assessed. No District programs and services will be provided west of the western District boundary.

Southern Boundary

The southern boundary of the proposed Chinatown CBD includes all of the parcels on the north side of 6th Street between parcel 001-234-005 on the west up to parcel 001-167-009 on the east.

The District will only provide services to the individual assessed parcels within the boundaries; services will not be provided to parcels that are not assessed. No District programs and services will be provided south of the southern District boundary.

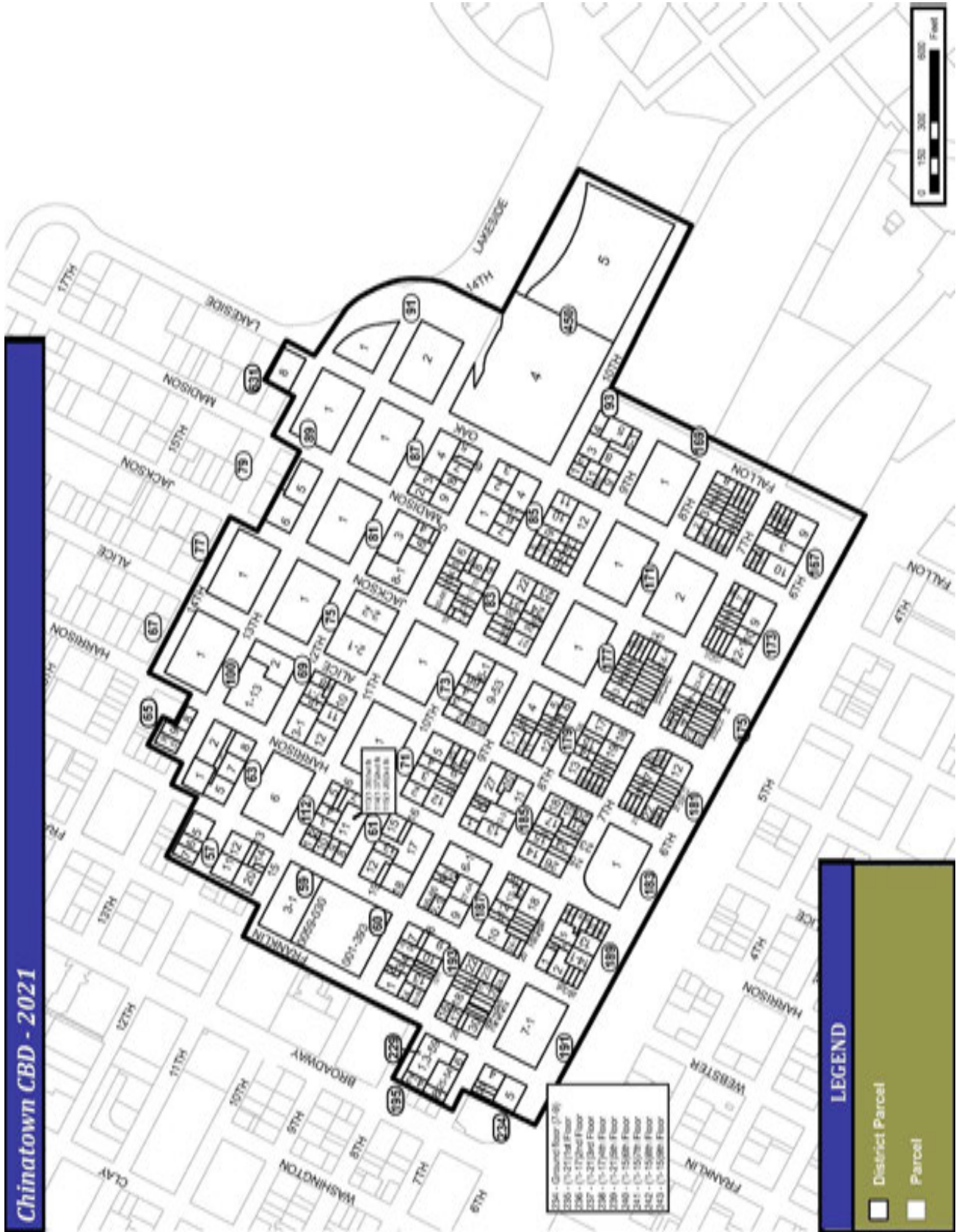
Eastern Boundary

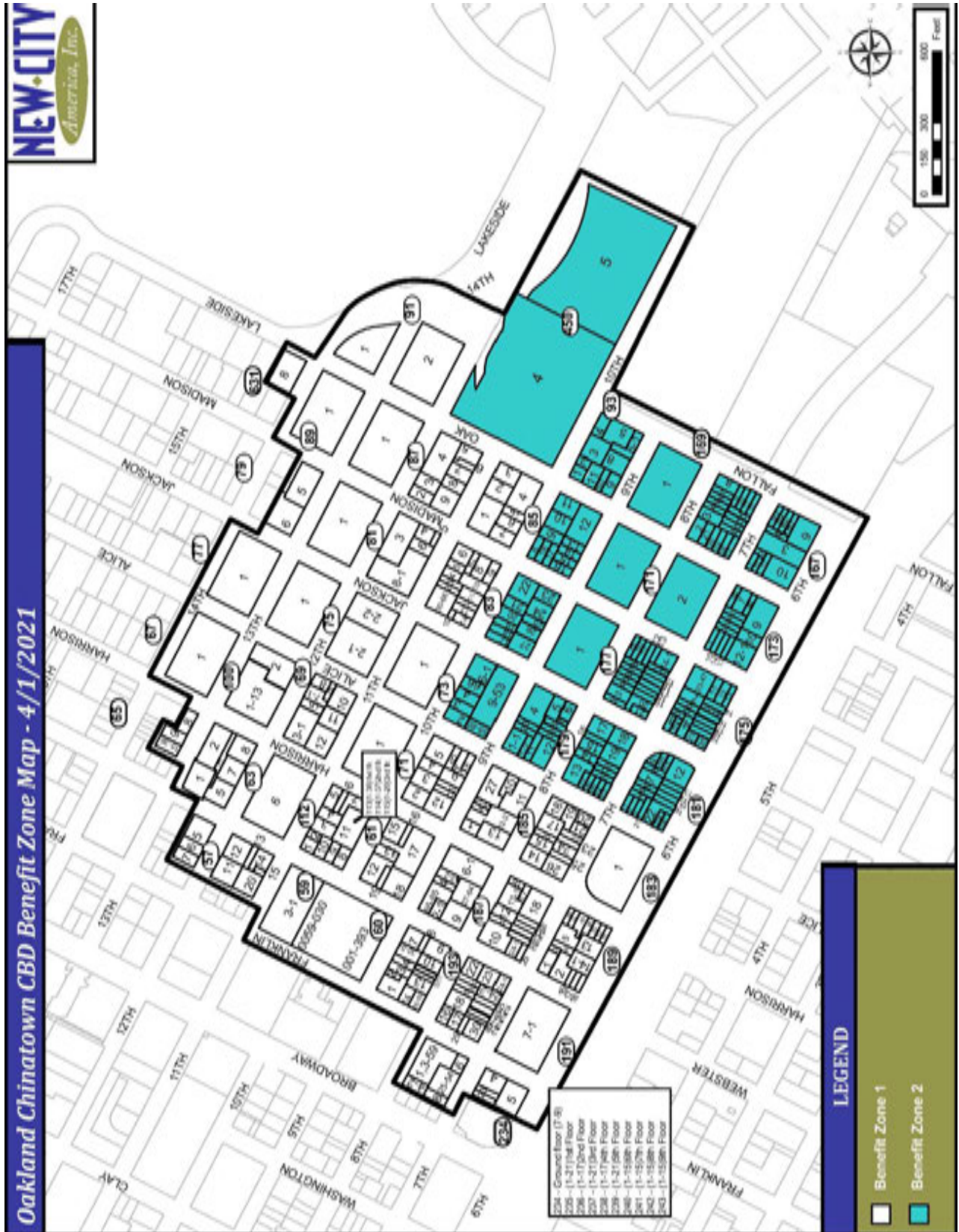
The eastern boundary of the CBD begins at the parcel at the intersection of Fallon and 6th Street, parcel number 001-167-009 and continues northward on the west side of Fallon Street up to the intersection of 10th Street and Fallon Street. (Does not include any frontage around Laney College). The eastern boundary then continues eastward to include the east side of the Kaiser Convention Center and stops at their 10th Street parcel eastern boundary. The eastern boundary then picks up north of the Oakland Museum at the intersection of Lakeside Drive and 12th Street next to the County Administration Center. The eastern boundary then continues northward up 14th street and ends at the intersection of 14th Street and Lakeside Drive including parcel 001-631-008.

The District will only provide services to the individual assessed parcels within the boundaries; services will not be provided to parcels that are not assessed. No District programs and services will be provided east of the eastern District boundary.

Summation

A list of all parcels included in the proposed Oakland Chinatown CBD are shown as Appendix 1, attached to this report identified by their respective Alameda County assessor parcel numbers. The boundary of the proposed Oakland Chinatown CBD is shown on the map to be found on pages 15 and 16 of this report. All identified assessed parcels within the above-described boundaries shall be assessed to fund supplemental special benefit programs, services and improvements as outlined in this Management District Plan. All Oakland Chinatown CBD funded services, programs and improvements provided within the above-described boundaries shall confer special benefit to identified assessed parcels inside the District boundaries and none will be provided outside of the District.





Section 3

District Improvement and Activity Plan

Explanation of Special Benefit Services

All of the improvements and activities detailed below are provided only to properties within the boundaries of the Oakland Chinatown CBD, as the improvements and activities will provide special benefits to the owners of these properties.

The City will continue to provide *general benefit services* from the general fund in Chinatown which will include public safety programs, street sweeping, tree trimming, roadwork repairs, sidewalk repair, trash collection of public refuse containers, etc. The frequency of these general benefits may change from year to year and time to time based upon budget constraints. However, City general benefits will not be withdrawn from Chinatown unless they are withdrawn by an equal frequency City wide. ***The CBD funded special benefits will not replace City funded general benefits, but rather will provide special benefits to parcel owners over and above the general benefits provided by the City of Oakland.***

All services funded by the assessments outlined in the Management District Plan are intended to directly benefit the properties within the District to support increased commerce, business attraction and retention, to retain and increase commercial property rentals, attract new residential developments, enhance safety and cleanliness in the District, improve District identity, and eventually fund specialized beautification and enhanced services for the property owners, businesses, visitors and residents within the District.

Special Benefit Budget Category Analysis

This Plan gives property owners greater flexibility in determining the type and frequency of special benefit services that will be allocated on a year-to-year basis. As Oakland's Chinatown evolves, services that are needed one year may not be needed the next. Therefore, "bundles" or categories of special benefit funding have been created and divided into four broad categories – Civil Sidewalks, District Identity and Placemaking, Administration and Contingency. The bundles are allocated funding percentages with the flexibility to prioritize or minimize a service within each bundle.

The bundles or categories of services and their percentages represent the service plan the Chinatown property owners will be voting on when the Chinatown CBD comes up for a mail ballot later this summer.

The proposed "bundles" of special benefit services are listed below and are supplemental to current City services.

CIVIL SIDEWALKS

Examples of this category of special benefit services and costs may include, but are not limited to:

Funding and implementation of the Chinatown Ambassador Program:

- *Increase neighborhood vibrancy through beautification and relationship building with merchants, workers and residents, including but not limited to:*
 - *Provide safe passage to and from destinations within Chinatown by providing escorts, directions/wayfinding, and general assistance*
 - *Address non-criminal complaints and de-escalate when possible (loud noises, illegal dumping, etc.). Otherwise, contact medical and emergency services.*
 - *Conduct wellness checks of individuals in need, provide linkages and referrals to social services.*
 - *Provide local workforce development opportunities*
 - *Foster multiracial and intergenerational relationships to deepen and widen investment, care, and connection to Chinatown*
 - *Engage, integrate, and manage volunteers who want to be trained in beautification, safety strolling, de-escalation, data collection, and relationship building with local residents and merchants.*

- Regular sidewalk and gutter sweeping
- Regular sidewalk steam cleaning
- Beautification of the district
- Enhanced trash emptying (over and above city services)
- Timely graffiti removal, within 72 hours as necessary
- Maintenance of existing and new public spaces that are not park of the City of Oakland Park responsibilities
- Installation of and maintenance of hanging plants, planting flowers throughout the district
- Personnel to manage the in-house or contracted maintenance and/or security teams.

DISTRICT IDENTITY AND PLACEMAKING

Examples of this category of special benefit services and costs may include, but are not limited to:

- Web site development and updating
- Social media, hiring of a bilingual public relations firm
- Enhancing the current Chamber holiday and seasonal decorations
- Branding of the Oakland Chinatown CBD properties so a positive image is promoted to the public including the development of a new logo
- Enhancement to the current Chamber Banner programs
- Public art displays
- Public space design and improvements
- Personnel to manage the in-house or contracted public relations, web site maintenance or social media contractors

ADMINISTRATION/PROGRAM MANAGEMENT

Examples of this category of special benefit services and costs may include, but is not limited to:

- Staff and administrative costs, contracted or in-house
- Directors and Officers and General Liability Insurance
- Office related expenses
- Rent
- Financial reporting and accounting
- Legal work

CONTINGENCY/CITY AND COUNTY FEES/RESERVE

Examples of this category of special benefit services and costs include, but is not limited to:

- Delinquencies, City/County fees, reserves

METHOD OF FINANCING

The financing of the Oakland Chinatown CBD is based upon the levy of special assessments upon real properties that receive special benefits from the improvements and activities based upon which Benefit Zone they are located within. See Section 4 for assessment methodology and compliance with Article XIII (d) of the California State Constitution. There will be five factors used in the determination of proportional costs to the parcels in the District. These five factors are:

- Linear frontage on all sides excluding alleys
- Lot size or the footprint of the parcel
- Building square footage. (with deductions made for internal, private parking structures within a building)
- Current and future residential condominiums that will be constructed within the District
- Location within one of the two geographic benefit zones of the district

In addition, other factors will be used to determined assessments based upon the anticipated based upon the current land uses:

1. Single family residential parcels regardless of Benefit Zone location, will be assessed for linear frontage, on all sides, only.
2. Residential condominiums will be assessed for their specific parcel building square footage only.
3. All public and ecumenically owned and operated parcels will be assessed for linear frontage and lot size only.
4. The Oakland Museum and Kaiser Convention Center, (both owned by the City of Oakland and leased to third parties), which are in Benefit zone 2, will have their assessments applied to their massive building square footage and linear frontages, as well as lot size that matches their building footprint.
5. Legally mandated affordable apartments, whether privately or owned by non-profit entities, will pay 50% of the building square footage costs or .10 per building square foot regardless of the benefit zone location. Those buildings though will pay full linear frontage and full lot size costs but will be paying only .10 per building square foot on the affordable housing apartments. Any commercial properties (unless mandated to be affordable), that are included in the development site, will pay the

full building assessment costs based upon their benefit zone. It will be up to the property owners to identify all legally assigned affordable housing building square footage, either to the consultant writing this plan or the district management corporation once the CBD has been approved.

Data and Benefit Zones

There are 1,277 individual parcels owned by 1,010 property owners in the proposed Oakland Chinatown Community Benefit District.

The data that was obtained by Alameda County as well as input from the various property owners in Chinatown have yielded the following information which is to be used as the basis for the generation of revenue to fund the special benefits outlined in this Management Plan.

That data, as of January 1st, 2021 is as follows:

*1,453 in linear frontage for single family residences.
501,839 in building square footage for residential condominiums
3,260,163 in building square footage overall
3,170,096 in lot size
47,947 linear feet in linear frontage*

Costs

The costs per parcel are based upon the five factors listed on page 19. The Benefit Zones are determined by the anticipated special benefits that a parcel will receive based upon its proximity to the core of the district, as well as the frequency of special benefit services that that parcel will be receiving. All assessments must be proportional to the special benefits received so we have agreed upon the following Benefit Zones.

Proposed First Year Chinatown CBD Budget - 2020

Category of Special Benefit Services	Annual Amount First Year	Percentage of total budget
Civil Sidewalks	\$865,000	66%
District Identity/Placemaking	\$180,000	14%
Administration	\$195,000	15%
Contingency	\$69,837	5%
Total	\$ 1,309,837	100%

First Year Annual Costs Per Benefit Zone

Property Variable	Benefit Zone 1	Benefit Zone 2
Building Square Footage	\$ 0.20	\$0.15
Lot size	\$ 0.15	\$0.08
Linear Frontage	\$ 5.00	\$3.00
Residential Condos Building Square Foot	\$0.20	\$0.20
Single Family Residential Linear Frontage Only	\$5.00	\$5.00

Reimbursement of Formation Funds

This plan authorizes the repayment of formation funds advanced by Chinatown stakeholders to cover the costs of the survey, calculation of results, the management district plan creation, the Assessment Engineers report, the petition drive and the balloting process to be conducted by the City of Oakland. An amount not to exceed \$120,000 shall be reimbursed to those property owners who invested in this process and they shall be repaid within the first three years after the formation of the district, based upon request and need.

Cap

The District budget and assessments may be subject to annual increases not to exceed 5% per year. Increases will be determined by the Owners' Association/District Management Corporation and will vary between 0% and 5% annually. Changes in land uses, the development of vacant parcels, the conversion of tax exempt to profitable land uses, the demolition of buildings, building improvements that increase square footages, and new building construction or residential condominium development, may alter the District's budget and individual property assessments. Linear frontage and parcel size are normally not altered in the redevelopment of a site. Changes to assessments are more likely to occur due to changes to building square footages. Changes may also occur upon the conversion of single parcels to multiple parcels due to the construction of residential and/or commercial condominiums, offices, visitor related buildings.

Bonds

The District will not issue any bonds related to any program.

Operating Budget

A projected operating budget, based upon the local enabling ordinance, has a ten-year term. New City America has listed the maximum percentage of allowable annual increases based upon the current data within the district, with the following assumptions:

- Assessments *may be subject to annual increase*, based upon the action of the new District management corporation Board, not to exceed 5% per year.
- Changes in land use, demolition of existing buildings, and new development will occur and will change the improvements to that parcel, normally due to redevelopment of the site and the addition of new building square footage which shall be assessed based upon the provisions laid out in this Management Plan.

The budget for specific programs may be reallocated within each budget category by up to 10% during the term of the District. The Management Corporation Board may alter the budget based upon service needs and such changes shall be included in the Annual report and submitted to the Oakland City Council for review and approval.

Ten-Year Projection of Maximum Assessment for the Oakland Chinatown CBD

	Civil Sidewalks	District Identity	Administration	Contingency	TOTAL
Y1	\$ 865,000.00	\$ 180,000.00	\$ 195,000.00	\$ 69,837.00	\$ 1,309,837.00
Y2	\$ 908,250.00	\$ 189,000.00	\$ 204,750.00	\$ 73,328.85	\$ 1,375,328.85
Y3	\$ 953,662.50	\$ 198,450.00	\$ 214,987.50	\$ 76,995.29	\$ 1,444,095.29
Y4	\$ 1,001,345.63	\$ 208,372.50	\$ 225,736.88	\$ 80,845.06	\$ 1,516,300.06
Y5	\$ 1,051,412.91	\$ 218,791.13	\$ 237,023.72	\$ 84,887.31	\$ 1,592,115.06
Y6	\$ 1,103,983.55	\$ 229,730.68	\$ 248,874.90	\$ 89,131.68	\$ 1,671,720.81
Y7	\$ 1,159,182.73	\$ 241,217.22	\$ 261,318.65	\$ 93,588.26	\$ 1,755,306.85
Y8	\$ 1,217,141.87	\$ 253,278.08	\$ 274,384.58	\$ 98,267.67	\$ 1,843,072.20
Y9	\$ 1,277,998.96	\$ 265,941.98	\$ 288,103.81	\$ 103,181.06	\$ 1,935,225.81
Y10	\$ 1,341,898.91	\$ 279,239.08	\$ 302,509.00	\$ 108,340.11	\$ 2,031,987.10

Notes:

- Assumes a possible 5% maximum yearly increase on all budget items, if approved annually by the District Management Corporation Board of Directors

- Any accrued interest or delinquent payments will be expended in the above categories.

Section 4

Assessment Methodology

The proposed Oakland Chinatown CBD is a property-based special benefit assessment district being established pursuant to the Oakland local enabling ordinance. Due to the special benefit nature of assessments levied within a CBD, program costs are to be distributed amongst all identified specially benefited properties based on the proportional amount of special program benefits each property is expected to derive from the assessments collected.

The state constitution refers to the requirement that relative benefit received from CBD funded programs and activities be used to determine the amount of assessment paid. Only those properties expected to derive special benefits from CBD funded programs and activities may be assessed and only in an amount proportional to the relative special benefits expected to be received.

General vs. Special Benefits

As provided by Proposition 218, assessment district programs and activities confer a combination of general and special benefits to properties, but the only program benefits that can be assessed are those that provide special benefit to the assessed properties. "Special Benefit" as defined by the California State Constitution, Article XIII (d), means "*a particular and distinct benefit over and above general benefits conferred on real property located in the District or to the public at large.*" For the purposes of this analysis, "General Benefits" are benefits provided within Chinatown that are not special in nature, are not "particular and distinct" and are not over and above the benefits that other city parcels receive.

General benefits are not restricted to benefits conferred only on persons and property outside the assessment district but can include benefits both conferred on real property located in the district or to the public at large. "At large" means not limited to any particular person – and means all members of the public - including those who live, work, and shop within the district - and not simply transient visitors.

The property uses within the boundaries of the proposed Oakland Chinatown CBD which will receive special benefits from CBD funded programs and services are currently a mix of retail, service, office, religious, residential, public visitor related, cultural and parking. Services, programs and improvements provided by the Oakland Chinatown CBD are primarily

designed to provide special benefits to identified parcels within the boundaries of the District.

Parcels that receive the special benefit programs, services and improvements outlined in this Management District Plan will attract more customers, employees, tenants and investors as a result of these programs, services and improvements, thereby increasing business volumes, sales transactions, occupancies, and rental income, and for future residents, make Chinatown more walkable, attractive and livable. These benefits are particular and distinct in that they are not provided to non-assessed parcels within or outside of the District. Because these programs, services and improvements will only be provided to each individual assessed parcel within the Oakland Chinatown CBD boundaries, these programs, services and improvements will constitute "special benefits."

Existing City of Oakland services will not be replaced or duplicated by the Oakland Chinatown CBD funded services. The purpose of this District is to fund supplemental programs, improvements and services within the Chinatown boundaries above and beyond what is being currently funded either via normal tax supported methods or other funding sources. The assessments to be levied on parcels within the Oakland Chinatown CBD are for services, programs and improvements directly benefiting each individual parcel within this area and support increased cleanliness, commerce, business attraction and retention, increased commercial property rental income and improved District identity. No CBD funded services, activities or programs will be provided beyond the Chinatown CBD boundaries.

While every attempt is made to provide CBD services and programs to confer benefits only to those identified assessed parcels within the District, the California State Constitution, Article XIII (d), was amended via Proposition 218 to provide that general benefits exist, either by design or unintentionally, in all assessment districts and that a portion of the program costs must be considered attributable to general benefits and assigned a value. General benefits cannot be funded by assessment revenues. General benefits might be conferred on parcels within the District, or "spillover" onto parcels surrounding the District, or to the public at large who might be passing through the District with no intention of transacting business or residing within the District or interest in the District itself. Empirical assessment engineering analysis throughout California has found that general benefits within a given similar special benefit district tend to range from 1-5% of the total costs.

There are three methods that have been used by the Oakland Chinatown CBD Assessment Engineer for determining general and special benefit values within assessment districts:

- (1) The parcel by parcel allocation method*
- (2) The program/activity line item allocation method, and*
- (3) The composite district overlay determinant method.*

A majority of CBDs in California for which the Assessment Engineer has provided assessment engineering services since the enactment of Proposition 218, have used Method #3, the composite district overlay determinant method which will be used for this CBD. This method of computing the value of general benefit involves a composite of three distinct types of general benefit – general benefit to assessed parcels within the District, general benefit to the public at large within the District and general benefit to parcels outside the District.

Oakland Chinatown CBD Programs and Improvements

The total special and general benefit program activities and budget allocations that will be provided to each individual parcel assessed in the proposed Oakland Chinatown CBD are shown in the chart below:

Total Year 1 – 2022 Special + General Benefit Costs

Table 4-A

Category of Special Benefit Services	Year 1 Annual Amount (assessments to fund special benefits)	Year 1 Non-Assessment Costs (general benefits ratio)	Year 1 Total Costs (special and general benefits)	% of Total
Civil Sidewalks	\$865,000	\$ 17,653	\$ 882,653	66%
District Identity/Placemaking	\$ 180,000	\$ 3,673	\$ 183,673	14%
Administration	\$ 195,000	\$ 3,980	\$ 198,980	15%
Contingency	\$ 69,837	\$ 1,425	\$ 71,262	5%
Total	\$ 1,309,837	\$ 26,731.00	\$1,336,568.00	100%

All program costs associated with general benefits will be derived from sources or credits other than CBD assessments. Sample “other” revenue sources can be derived from special events, grants, volunteer hours and must simply equal a total of \$ 26,731 per year which would equal the general benefit cost of 2% of the computed total CBD cost of \$ 1,336,568 from the table above. Here, program costs are spread among property variables that are common to each parcel include linear frontage, lot or parcel size and building square footage, and residential condominium parcels and benefit zone. Assessed valuation cannot be used as the basis for revenue generation in the state of California since Proposition 13 sets the assessed valuation at the time of purchase of the parcel, therefore adjacent parcels may be similar in size, but have different assessed valuations. We must therefore spread the assessments among the consistent factors of each parcel, based upon 2021 data.

Benefit Zones

State law and the State constitution, Article XIID require that special assessments be levied according to the special benefit each individual parcel receives. There are two benefit zones in the proposed Oakland Chinatown CBD.

**Assessable Data in the Oakland Chinatown CBD
Table 4-B**

Benefit Zone	Building Sq. Ft.	Lot SF	Linear frontage
1	2,262,009	2,004,350	31,163
2	998,154	1,165,746	16,784
Single Family Residential	NA	NA	1,453
Residential Condos	501,839	NA	NA
Total	3,762,002	3,170,096	49,400

**Assessment District Revenue Generation in Fiscal Year 2022 from
Each Assessable Property Variable:**

Table 4 - C

Property Variable	Total Revenue Generated	Percentage of budget
Building Sq. Ft.	\$602,125	46%
Lot Sq. Ft.	\$ 393,912	30%
Linear Frontage	\$ 206,167	15%
Residential Condos Bldg. Sq. Ft.	\$ 100,368	8%
Single Family Residential Linear Frontage Only	\$7,265	1%
Total	\$ 1,309,837	100%

Annual Costs per property variable and Benefit Zone, first year, FY 2022

Table 4 - D

First Year Annual Costs Per Benefit Zone

Property Variable	Benefit Zone 1	Benefit Zone 2
Building Square Footage	\$ 0.20	\$0.15
Lot size	\$ 0.15	\$0.08
Linear Frontage	\$ 5.00	\$3.00
Residential Condos Building Square Foot	\$0.20	\$0.20
Single Family Residential Linear Frontage Only	\$5.00	\$5.00

Explanation of Costs

Benefit Zone 1 parcels will be assessed at a higher rate since they will have the highest frequency of Civil Sidewalks and District Identity services due to the amount of foot traffic in and around the parcels in the western and northern areas of the District. *Benefit Zone 1* properties are the historic core of Oakland's Chinatown dating back almost 100 years built around Broadway. *Zone 1* properties which include retail, restaurants, residential, office, hotel and warehouses are in a dramatic stage of transition with new residential

developments replacing former industrial and warehouse parcels. These parcels will benefit the most from the CBD special benefit services, therefore their assessments have been set to fund the costs of services to these parcels.

Benefits Zone 2 parcels represent the peripheral blocks in the southeastern portion of the district, in and around the BART station. The predominant uses of Benefit Zone 2 parcels are as single-family residential units, the BART station and related parking lot, the Oakland Museum and the Kaiser Convention Center. The costs in Benefit Zone 2 are lower than that of Benefit Zone 1 due to the lack of density in this portion of the district and the lack of intense pedestrian activity that is found in Benefit Zone 1 properties.

Single Family residential units throughout the district will be assessed for linear frontage only due to the fact that the only special benefit services there will be receiving are cleaning services surrounding their properties.

Legally mandated affordable housing apartments will be assessed at the rate of .10 per square foot for those portions of the building that are dedicated to this affordable housing use. These buildings though will pay the full cost of lot size and linear frontage based upon their location in one of the two benefit zones.

Linear Frontage Defined

Individual parcels will be assessed for all sides of each parcel fronting on a public street. Alley frontage is not assessed. Each side of the parcel (excluding alley areas) will receive Civil Sidewalks special benefit services based upon the frequency of services articulated in this plan, linear front footage data was obtained from the County Assessor's parcel maps.

Building Square Footage Defined

Building square footage is defined as gross building square footage throughout the Oakland Chinatown CBD. The percentage of building square footage that is dedicated to private or internal tenant parking needs may be deducted from the gross building square footage, based upon documentation provided by the parcel owner. Apartment buildings within the boundaries of the Oakland Chinatown CBD will be assessed as commercial buildings since there is a landlord/tenant relationship in that property. Legally mandated affordable housing apartments will pay \$0.10 per square foot for their building square footage dedicated to this affordable housing use.

Lot Square Footage Defined

Lot square footage is defined as the total amount of area within the borders of the parcel. The lot square footage of a parcel has been verified by the County Assessor's parcel maps.

Commercial Condominium Parcels Defined

Ground floor commercial condominiums will be treated as independent "mini" commercial buildings and assessed based on their actual building square footage, the footprint of land they cover or lot size of the commercial condominium, and the amount of direct primary street frontage on the exterior of the building. Ground floor commercial condominiums will pay 100% of the special benefits for the assessment, based upon which geographic benefit

zone they are within.

Current and Future Residential Condominium Unit Parcels Defined

Current and future residential condominium units building square footage is defined as the livable building square footage within the walls of the condominium residential unit parcel. They are included in a special category to designate their unique special benefits relative to the other commercial parcels within the Oakland Chinatown CBD. Unlike the other commercial parcels in the district, including commercially operated apartment buildings, residential condominium parcels are assessed for building square footage only, and are not assessed for linear frontage and lot square footage.

Current and future residential condominium parcels are assessed as a separate category. These residential condominium individual parcels will be assessed *for their building square footage only at the rate of \$0.20 per square foot per year for the first year of the CBD, or possibly higher if assessments have been increased annually as provided in this plan and completed in future years.* The rationale for assessing future residential condominiums only for the building square footage rate is provided below.

Residential condominium parcels are assessed differently than multi-unit, market rate apartment rental buildings as well as legally mandated affordable units due to the frequency of special benefit services required by each parcel as described below. The multi-unit apartment buildings are commercial properties in which the tenant and landlord have an economic relationship as opposed to residential condominium buildings where individual property owners own separate “air space parcels” on a single floor. Future residential apartment buildings can be bought or sold just as like commercial buildings whereas residential condominium individual units are separately owned and must be individually bought and sold.

Distinctions between residential apartment buildings with tenants and residential condominium building with individual parcel owners are as follows:

1. *The Davis Sterling Act establishes rules and regulations for residential condominium owners based upon “separate interests” (i.e. ownership rights), as opposed to renters who only have a possessory interest.*
2. *Generally, residential condominium unit owners demonstrate greater care for their property and concerns about quality of life issues due to their investment in real estate.*
3. *Residential owners and have the right to vote in a Proposition 218 hearing, tenants do not have that right.*

4. *Residential condominium owners are required to contribute to legally established Homeowners Associations to oversee building maintenance, tenants are not.*
5. *Residential tenants may have their dwelling units sold or have their rent raised arbitrarily due the lack of ownership of their residential units.*

The assessment methodology has been written to confer special benefits to current and future residential condominium individual assessed parcels since future residential condominium owners have unique expectations about the care and maintenance of the building and its surroundings compared to the interest of residential tenants who have a possessory not an ownership interest. The future residential condominiums' special assessment methodology ensures that a fund will be established to maintain high levels of special benefit services that apply directly and proportional to the blocks that demand virtually seven days per week, 365 days per year special benefits.

Exemptions or Reductions in Rates

Under this Management Plan and consistent with Proposition 218 and Article XIII (D) of the State Constitution, no parcel receiving special benefit for the establishment of a property assessment district shall be exempted from payment. This Plan acknowledges the special benefit impact that CBD assessments may have on various land uses within the boundaries of the District. Please see the explanation of costs on page 28 and 29 to understand the reduction in various rate per Benefit Zone or land uses.

Calculation of Assessments

The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the improvement or the maintenance and operation expenses of an improvement or for the cost of property service being provided. Per California Constitution Article XIII D, Section 2(i), "Special Benefit," means a and distinct benefit over and above general benefits conferred on a real property located in the district or to the public at large. No assessment will be imposed on any parcel that exceeds the reasonable cost of the proportional special benefits conferred upon that parcel. Only special benefits are assessable, and these benefits must be separated from any general benefits. Properties are assessed as defined on the County Assessor's most current parcel maps. The preceding methodology is applied to the database of parcels within the District. The process for compiling the property database includes the following steps:

- A report was generated from data obtained from the Alameda County Tax Assessors office.
- A list of properties to be included within the District is provided in Section 7.

First Year (2022) Parcel Assessment Calculation

The annual assessment method to calculate all parcels for Benefit Zone 1 will be:

$$\begin{aligned} & \text{Total Linear Frontage X \$5.00 per foot} \\ & \quad + \\ & \text{Total Building Square footage X \$0.20 per square foot} \\ & \\ & \text{Total Lot Size x 0.15 per square foot} \\ & \quad = \\ & \text{TOTAL PARCEL ASSESSMENT} \end{aligned}$$

The annual assessment method to calculate all parcels for Benefit Zone 2 will be:

$$\begin{aligned} & \text{Total Linear Frontage x 3.00 per square foot} \\ & \quad + \\ & \text{Total Building Square footage X \$0.15 per square foot} \\ & \quad + \\ & \text{Total Lot Size x \$0.08 per square foot} \\ & \quad = \\ & \text{TOTAL PARCEL ASSESSMENT} \end{aligned}$$

The annual assessment method to calculate the residential condominiums throughout the district will be:

$$\begin{aligned} & \text{Total Condo Building Square footage X \$0.20 per square foot} \\ & \quad = \\ & \text{TOTAL PARCEL ASSESSMENT} \end{aligned}$$

The annual assessment method to calculate the single family residential units throughout the district will be:

$$\begin{aligned} & \text{Total SFR Linear frontage (all sides) X \$ 5.00 per linear foot} \\ & \quad = \\ & \text{TOTAL PARCEL ASSESSMENT} \end{aligned}$$

Future Development

As a result of continued new development, the Oakland Chinatown CBD will experience the addition or subtraction of assessable commercial and residential buildings or the conversion of vacant parcels into new commercial and residential units. The Management District Plan assessment methodology will reflect any and all land use changes in the District with annual adjustments being submitted to the City, as these assessment calculation and property variable alterations occur.

Maximum Assessment

Assessments may be subject to annual increases not to exceed 5% per year. Increases will be determined by the CBD District Management Corporation and will vary between 0% and 5% in any given year. The maximum the assessments may be increased is 5% over the previous fiscal year's base assessments. The absence of increase in any given year does not give the District Management Corporation the authority to accumulate increases above 5% in any successive year. The following projections illustrate a potential 5% annual increase.

Maximum Assessments by Property Variable
Table 4 – E

Projected Assessments - Benefit Zone 1

	Lot Sq. Ft	Linear Frontage	Bldg. Sq. Ft.	Condo Bldg. Sq. Ft.	SFR Linear Frontage
Y1	\$ 0.1500	\$ 5.00	\$ 0.200	\$ 0.200	\$ 5.000
Y2	\$ 0.1575	\$ 5.25	\$ 0.210	\$ 0.210	\$ 5.250
Y3	\$ 0.1654	\$ 5.51	\$ 0.221	\$ 0.221	\$ 5.513
Y4	\$ 0.1736	\$ 5.79	\$ 0.232	\$ 0.232	\$ 5.788
Y5	\$ 0.1823	\$ 6.08	\$ 0.243	\$ 0.243	\$ 6.078
Y6	\$ 0.1914	\$ 6.38	\$ 0.255	\$ 0.255	\$ 6.381
Y7	\$ 0.2010	\$ 6.70	\$ 0.268	\$ 0.268	\$ 6.700
Y8	\$ 0.2111	\$ 7.04	\$ 0.281	\$ 0.281	\$ 7.036
Y9	\$ 0.2216	\$ 7.39	\$ 0.295	\$ 0.295	\$ 7.387
Y10	\$ 0.2327	\$ 7.76	\$ 0.310	\$ 0.310	\$ 7.757

Projected Assessments - Benefit Zone 2

	Lot Sq. Ft	Linear Frontage	Bldg. Sq. Ft.	Condo Bldg. Sq. Ft.	SFR Linear Frontage
Y1	\$ 0.0800	\$ 3.00	\$ 0.150	\$ 0.200	\$ 5.000

Y2	\$ 0.0840	\$ 3.15	\$ 0.158	\$ 0.210	\$ 5.000
Y3	\$ 0.0882	\$ 3.31	\$ 0.165	\$ 0.221	\$ 5.000
Y4	\$ 0.0926	\$ 3.47	\$ 0.174	\$ 0.232	\$ 5.000
Y5	\$ 0.0972	\$ 3.65	\$ 0.182	\$ 0.243	\$ 5.000
Y6	\$ 0.1021	\$ 3.83	\$ 0.191	\$ 0.255	\$ 5.000
Y7	\$ 0.1072	\$ 4.02	\$ 0.201	\$ 0.268	\$ 5.000
Y8	\$ 0.1126	\$ 4.22	\$ 0.211	\$ 0.281	\$ 5.000
Y9	\$ 0.1182	\$ 4.43	\$ 0.222	\$ 0.295	\$ 5.000
Y10	\$ 0.1241	\$ 4.65	\$ 0.233	\$ 0.310	\$ 5.000

Term

Under the local enabling ordinance, the District may be established for a maximum of 10 years. The district will commence on January 1st, 2022 and end on December 31st, 2031. The local enabling ordinance permits an annual disestablishment of the District upon submittal of a petition to the City and vote of the property owners.

Budget Adjustments

Annual budget surpluses, if any, will be rolled into the following year's budget. Assessments will be set annually. Revenues from delinquent accounts may be expended in the year they are received.

Time and Manner for Collecting Assessments

In September 2022, the Oakland Chinatown CBD assessments will appear as a separate line item on annual property tax bills prepared by the County of Alameda. The assessments are collected at the same time and in the same manner as ad valorem property taxes paid to the County of Alameda. The assessments have the same lien priority and penalties for delinquent payment as the ad valorem property taxes.

Disestablishment

California Streets and Highways Code section 36670 provides for the disestablishment of a District. Provisions for annual disestablishment of the District are provided for in the local enabling ordinance. Property owners dissatisfied with the results, management or quality of the services may petition the City Council to disestablish the District, in the same method in which they petitioned the City Council to establish it.

Section 36670 of the State Streets and Highway Code states:

(b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30

days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

Unexpended surplus funds will be returned to property owners based upon each property owner's percentage contribution to the previous fiscal year's assessments.

Government Assessments

The Oakland Chinatown CBD Management Plan assumes that the City of Oakland, the Successor Agency, Alameda County, BART, East Bay Municipal Utility District, the Oakland Unified School District the Housing Authority, and any other publicly owned parcels will pay assessments for the public property they own within the boundaries of the District as per the methodology within this plan. Article XIII D, Section 4 of the California Constitution was added in November of 1996 to provide that such publicly owned parcels are not exempt from such assessments.

Table 4 - F
Government Owned Parcels in the Oakland Chinatown CBD

APN	Legal Owner	Benefit Zone	Site Address	Annual Assessment	Percent
002 -0075-002-01	COUNTY OF ALAMEDA	1	235 12TH ST	\$8,357.45	0.638%
002 -0075-002-02	COUNTY OF ALAMEDA	1	1111 JACKSON ST	\$5,647.20	0.431%
002 -0081-001-00	COUNTY OF ALAMEDA	1	165 13TH ST	\$14,035.55	1.072%
002 -0087-001-00	COUNTY OF ALAMEDA	1	1221 OAK ST	\$14,104.25	1.077%
002 -0087-002-00	COUNTY OF ALAMEDA	1	149 12TH ST	\$1,500.00	0.115%
002 -0087-004-00	COUNTY OF ALAMEDA	1	125 12TH ST	\$4,300.00	0.328%
002 -0087-008-00	COUNTY OF ALAMEDA	1	130 11TH ST	\$1,012.50	0.077%
002 -0087-009-00	COUNTY OF ALAMEDA	1	140 11TH ST	\$2,500.00	0.191%
002 -0091-002-00	COUNTY OF ALAMEDA	1	1225 FALLON ST	\$13,765.25	1.051%
002 -0631-008-00	COUNTY OF ALAMEDA	1	1401 LAKESIDE DRIVE	\$3,523.10	0.269%
			Total	\$68,745.30	5.248%
001 -0177-001-00	CITY OF OAKLAND	2	163 9TH ST	\$7,809.04	0.596%
001 -0179-001-01	CITY OF OAKLAND	2	822 ALICE ST	\$1,069.92	0.082%
001 -0179-001-02	CITY OF OAKLAND	2	ALICE ST	\$329.92	0.025%
001 -0183-001-00	CITY OF OAKLAND	1	640 HARRISON ST	\$13,528.80	1.033%
002 -0060-004-00	CITY OF OAKLAND	1	FRANKLIN ST	\$0.00	0.000%
002 -0060-005-00	CITY OF OAKLAND	1	FRANKLIN ST	\$0.00	0.000%
002 -0060-006-00	CITY OF OAKLAND	1	FRANKLIN ST	\$0.00	0.000%
002 -0071-001-00	CITY OF OAKLAND	1	250 10TH ST	\$14,053.85	1.073%
002 -0089-001-00	CITY OF OAKLAND	1	125 14TH ST	\$12,465.50	0.952%
002 -0091-001-00	CITY OF OAKLAND	1	OAK ST	\$6,829.65	0.521%
002 -0093-006-01	CITY OF OAKLAND	1	52 9TH ST	\$1,428.60	0.109%
002 -0100-002-00	CITY OF OAKLAND	1	1220 HARRISON ST	\$0.00	0.000%
002 -0100-003-00	CITY OF OAKLAND	1	1220 HARRISON ST	\$0.00	0.000%
002 -0100-005-00	CITY OF OAKLAND	1	1220 HARRISON ST	\$0.00	0.000%

002 -0100-011-00	CITY OF OAKLAND	1	1220 HARRISON ST	\$4,041.10	0.309%
018 -0450-004-00	CITY OF OAKLAND	2	1000 OAK ST	\$43,225.00	3.300%
			Total	\$104,781.38	8.000%
001 -0167-003-00	BART REAL ESTATE DEPT	2	7TH ST	\$2,834.80	0.216%
001 -0169-001-00	BART REAL ESTATE DEPT	2	9TH ST	\$7,809.04	0.596%
001 -0171-001-00	BART REAL ESTATE DEPT	2	MADISON ST	\$7,809.04	0.596%
001 -0171-002-00	BART REAL ESTATE DEPT	2	8TH ST	\$13,134.04	1.003%
			Total	\$31,586.92	2.412%

APN	Legal Owner	Benefit Zone	Site Address	Annual Assessment	Percent
002 -0071-002-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	10TH ST	\$2,000.00	0.153%
002 -0071-003-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	10TH ST	\$1,499.85	0.115%
002 -0071-010-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	9TH ST	\$498.95	0.038%
002 -0071-011-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	9TH ST	\$498.95	0.038%
002 -0071-012-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	HARRISON ST	\$2,396.10	0.183%
002 -0073-001-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	10TH ST	\$14,093.90	1.076%
			Total	\$20,987.75	1.602%
002 -0059-003-01	EAST BAY MUNICIPAL UTILITY DISTRICT	1	11TH ST	\$10,033.70	0.766%
			Total	\$10,033.70	0.766%

Section 5

District Rules and Regulations and Governance

There are no specific rules and regulations prescribed for the proposed Oakland Chinatown Community Benefit District Management Corporation except that it will adhere to the open meeting and open records provisions of the Ralph M. Brown Act and will seek to be as open and transparent to the CBD assesses and the public at large as is reasonably possible.

Pursuant to Article V and Section 36650 of the California Streets and Highway Code, a District Management Corporation or Owners' Association, will review District budgets and policies annually within the limitations of the Management District Plan. The Management Corporation will file Annual Reports with the City of Oakland and will oversee the day-to-day implementation of services as defined in the Management District Plan.

"Owners' association" means a private nonprofit entity that is under contract with a city to administer or implement activities and improvements specified in the management district plan. An owners' association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners' association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. (Sts. & Hy. Code § 36612.)

A new Oakland Chinatown CBD District Management Corporation (501c3), will be established once the district has been formed and shall serve in the capacity of the Owners Association consistent with State Statute and the local enabling ordinance.

Section 6

Implementation Timetable

The Oakland Chinatown CBD is expected to be established and begin assessing benefiting parcels as of the second fiscal year quarter of 2022. Due to the timing of revenue collection by the City of Oakland (for the first year of operation) and the need to establish the contract between the Owners' Association and the City of Oakland, implementation of the Management District Plan and the delivery of services is scheduled to commence in or around the winter of 2022.

Section 7

Assessment Roll of Properties Included

APN	Annual Assessment				
001 -0167-001-00	\$450.00	001 -0173-010-00	\$550.00	001 -0175-049-00	\$123.60
001 -0167-002-00	\$463.70	001 -0173-012-01	\$2,810.00	001 -0175-050-00	\$278.00
001 -0167-003-00	\$2,834.80	001 -0173-013-00	\$125.00	001 -0175-051-00	\$282.80
001 -0167-004-00	\$432.80	001 -0173-014-00	\$125.00	001 -0177-001-00	\$7,809.04
001 -0167-005-00	\$1,377.85	001 -0173-015-00	\$125.00	001 -0177-002-00	\$932.60
001 -0167-006-00	\$125.00	001 -0175-001-00	\$525.00	001 -0177-003-00	\$860.50
001 -0167-007-00	\$125.00	001 -0175-002-00	\$150.00	001 -0177-004-00	\$125.00
001 -0167-008-00	\$580.25	001 -0175-003-00	\$492.60	001 -0177-005-00	\$532.85
001 -0167-009-00	\$2,991.40	001 -0175-004-00	\$792.65	001 -0177-006-00	\$125.00
001 -0167-010-00	\$1,866.10	001 -0175-005-00	\$125.00	001 -0177-007-00	\$633.05
001 -0167-011-00	\$695.90	001 -0175-006-00	\$594.05	001 -0177-008-00	\$739.55
001 -0167-012-00	\$215.00	001 -0175-007-00	\$1,274.50	001 -0177-009-00	\$1,381.70
001 -0169-001-00	\$7,809.04	001 -0175-011-00	\$1,029.90	001 -0177-010-00	\$542.45
001 -0169-002-00	\$1,329.10	001 -0175-012-00	\$624.90	001 -0177-011-00	\$848.90
001 -0169-003-00	\$2,050.00	001 -0175-013-00	\$944.00	001 -0177-012-00	\$643.25
001 -0169-004-00	\$747.50	001 -0175-014-00	\$125.00	001 -0177-013-00	\$225.00
001 -0169-005-00	\$1,112.45	001 -0175-016-00	\$546.05	001 -0177-014-01	\$1,525.23
001 -0169-006-00	\$125.00	001 -0175-017-00	\$125.00	001 -0177-014-02	\$939.22
001 -0169-007-00	\$125.00	001 -0175-018-00	\$655.70	001 -0177-015-00	\$125.00
001 -0169-008-00	\$1,521.70	001 -0175-019-00	\$543.65	001 -0177-016-00	\$125.00
001 -0169-009-00	\$125.00	001 -0175-020-00	\$1,575.50	001 -0177-017-00	\$125.00
001 -0169-010-00	\$125.00	001 -0175-021-00	\$620.00	001 -0177-018-00	\$125.00
001 -0169-011-00	\$125.00	001 -0175-023-00	\$246.00	001 -0177-019-00	\$125.00
001 -0169-012-00	\$1,073.15	001 -0175-024-00	\$166.80	001 -0177-020-00	\$1,297.50
001 -0169-013-00	\$606.20	001 -0175-025-00	\$123.20	001 -0177-021-00	\$1,295.40
001 -0169-014-00	\$125.00	001 -0175-026-00	\$123.20	001 -0179-001-01	\$1,069.92
001 -0169-015-00	\$657.80	001 -0175-027-00	\$181.00	001 -0179-001-02	\$329.92
001 -0169-016-00	\$657.80	001 -0175-028-00	\$181.00	001 -0179-002-00	\$275.00
001 -0169-017-00	\$575.00	001 -0175-029-00	\$123.20	001 -0179-003-00	\$275.00
001 -0169-018-00	\$690.50	001 -0175-030-00	\$123.20	001 -0179-004-00	\$1,895.00
001 -0169-019-00	\$145.00	001 -0175-031-00	\$181.00	001 -0179-005-00	\$2,187.05
001 -0169-020-00	\$768.00	001 -0175-032-00	\$166.80	001 -0179-006-00	\$1,395.00
001 -0169-021-00	\$822.30	001 -0175-033-00	\$123.20	001 -0179-007-00	\$465.70
001 -0171-001-00	\$7,809.04	001 -0175-034-00	\$123.20	001 -0179-008-00	\$275.00
001 -0171-002-00	\$13,134.04	001 -0175-035-00	\$181.00	001 -0179-009-00	\$275.00
001 -0173-001-00	\$625.00	001 -0175-036-00	\$181.00	001 -0179-010-00	\$275.00
001 -0173-002-00	\$125.00	001 -0175-037-00	\$123.20	001 -0179-011-00	\$155.00
001 -0173-003-00	\$125.00	001 -0175-038-00	\$123.20	001 -0179-012-00	\$1,274.48
001 -0173-004-00	\$125.00	001 -0175-039-00	\$181.00	001 -0179-013-00	\$1,484.00
001 -0173-005-00	\$125.00	001 -0175-040-00	\$240.00	001 -0179-014-00	\$927.15
001 -0173-006-00	\$1,122.05	001 -0175-041-00	\$211.20	001 -0179-015-00	\$550.00
001 -0173-007-00	\$904.45	001 -0175-042-00	\$181.00	001 -0179-016-00	\$643.40
001 -0173-008-00	\$586.40	001 -0175-043-00	\$181.00	001 -0179-017-00	\$2,698.20
001 -0173-009-00	\$6,086.10	001 -0175-044-00	\$123.20	001 -0179-018-00	\$2,194.95
		001 -0175-045-00	\$123.20	001 -0179-019-00	\$2,088.90
		001 -0175-046-00	\$181.00	001 -0179-020-00	\$556.70

001 -0179-021-00	\$125.00	001 -0185-031-00	\$266.80	001 -0187-056-00	\$136.20
001 -0179-022-00	\$125.00	001 -0185-032-00	\$266.80	001 -0187-057-00	\$132.60
001 -0179-023-00	\$500.00	001 -0185-033-00	\$266.80	001 -0187-058-00	\$132.60
001 -0179-024-00	\$125.00	001 -0187-002-01	\$2,352.05	001 -0187-059-00	\$166.60
001 -0179-025-00	\$614.70	001 -0187-004-00	\$1,149.60	001 -0187-060-00	\$118.60
001 -0179-026-00	\$125.00	001 -0187-005-02	\$1,314.65	001 -0187-061-00	\$132.60
001 -0179-027-00	\$125.00	001 -0187-006-01	\$14,834.00	001 -0187-062-00	\$127.20
001 -0181-001-00	\$790.00	001 -0187-009-00	\$8,419.30	001 -0187-063-00	\$165.80
001 -0181-002-00	\$125.00	001 -0187-010-00	\$6,596.65	001 -0187-065-00	\$341.25
001 -0181-003-00	\$509.50	001 -0187-011-00	\$1,455.00	001 -0187-066-00	\$178.60
001 -0181-004-00	\$368.25	001 -0187-012-00	\$2,780.00	001 -0187-067-00	\$417.20
001 -0181-005-00	\$125.00	001 -0187-013-01	\$1,697.50	001 -0187-068-00	\$174.80
001 -0181-006-00	\$724.55	001 -0187-016-00	\$1,888.20	001 -0187-069-00	\$0.00
001 -0181-007-00	\$1,255.00	001 -0187-017-00	\$941.50	001 -0187-070-00	\$174.80
001 -0181-008-00	\$548.45	001 -0187-018-00	\$4,706.00	001 -0187-071-01	\$190.00
001 -0181-009-00	\$937.88	001 -0187-019-00	\$2,191.00	001 -0187-071-02	\$186.00
001 -0181-010-00	\$681.76	001 -0187-020-00	\$1,940.00	001 -0187-071-03	\$178.00
001 -0181-011-00	\$424.00	001 -0187-021-00	\$500.00	001 -0187-072-00	\$561.05
001 -0181-012-00	\$2,584.55	001 -0187-022-00	\$500.00	001 -0187-073-00	\$133.20
001 -0181-013-00	\$600.65	001 -0187-024-01	\$2,901.50	001 -0187-074-00	\$210.00
001 -0181-014-00	\$650.00	001 -0187-025-00	\$1,434.85	001 -0187-075-00	\$0.00
001 -0181-015-00	\$582.65	001 -0187-027-00	\$778.50	001 -0187-076-00	\$233.10
001 -0181-016-00	\$599.60	001 -0187-028-00	\$676.30	001 -0187-077-00	\$210.00
001 -0181-018-00	\$665.65	001 -0187-029-00	\$653.20	001 -0187-078-00	\$349.40
001 -0181-019-00	\$505.20	001 -0187-030-00	\$645.50	001 -0187-079-00	\$126.60
001 -0181-021-00	\$690.50	001 -0187-031-00	\$410.30	001 -0187-080-00	\$169.60
001 -0181-022-00	\$375.00	001 -0187-032-00	\$139.60	001 -0187-081-00	\$0.00
001 -0183-001-00	\$13,528.80	001 -0187-033-00	\$97.80	001 -0187-082-00	\$187.60
001 -0185-001-00	\$2,687.50	001 -0187-034-00	\$129.00	001 -0187-083-00	\$172.00
001 -0185-004-00	\$1,139.00	001 -0187-035-00	\$142.00	001 -0187-084-00	\$0.00
001 -0185-010-00	\$1,659.05	001 -0187-036-00	\$196.20	001 -0189-001-00	\$5,500.00
001 -0185-011-00	\$3,588.35	001 -0187-037-00	\$152.20	001 -0189-002-00	\$1,275.00
001 -0185-012-02	\$2,343.75	001 -0187-038-00	\$147.00	001 -0189-003-00	\$312.50
001 -0185-013-00	\$2,652.25	001 -0187-039-00	\$264.00	001 -0189-004-00	\$889.50
001 -0185-014-00	\$2,243.60	001 -0187-040-00	\$136.20	001 -0189-005-00	\$1,947.45
001 -0185-015-00	\$2,000.00	001 -0187-041-00	\$132.60	001 -0189-006-00	\$781.25
001 -0185-016-00	\$1,665.20	001 -0187-042-00	\$132.60	001 -0189-007-00	\$406.25
001 -0185-017-00	\$1,500.00	001 -0187-043-00	\$166.60	001 -0189-008-00	\$1,152.85
001 -0185-018-00	\$4,857.50	001 -0187-044-00	\$118.60	001 -0189-009-00	\$525.00
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001 -0185-020-00	\$2,256.00	001 -0187-046-00	\$127.20	001 -0189-011-00	\$125.00
001 -0185-021-00	\$1,460.60	001 -0187-047-00	\$165.80	001 -0189-012-00	\$1,436.45
001 -0185-022-00	\$1,016.80	001 -0187-048-00	\$136.20	001 -0189-013-00	\$2,684.00
001 -0185-023-00	\$1,005.20	001 -0187-049-00	\$132.60	001 -0189-014-01	\$2,700.00
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001 -0185-025-00	\$500.00	001 -0187-051-00	\$166.60	001 -0189-017-00	\$125.00
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001 -0185-027-00	\$5,100.00	001 -0187-053-00	\$127.20	001 -0191-007-01	\$25,486.20
001 -0185-029-00	\$65.00	001 -0187-054-00	\$127.20	001 -0193-001-00	\$5,440.00
001 -0185-030-00	\$266.80	001 -0187-055-00	\$165.80	001 -0193-002-00	\$970.00

001 -0193-003-00	\$1,502.50	001 -0193-058-00	\$725.60	001 -0229-019-00	\$170.00
001 -0193-004-00	\$1,793.60	001 -0195-004-02	\$980.00	001 -0229-020-00	\$114.40
001 -0193-007-00	\$4,607.15	001 -0195-006-00	\$3,437.50	001 -0229-021-00	\$136.20
001 -0193-008-00	\$1,306.25	001 -0195-008-00	\$740.00	001 -0229-022-00	\$136.20
001 -0193-009-00	\$4,741.00	001 -0195-025-00	\$4,502.50	001 -0229-023-00	\$136.20
001 -0193-010-00	\$2,250.00	001 -0195-026-00	\$249.00	001 -0229-024-00	\$130.80
001 -0193-011-00	\$966.40	001 -0195-027-00	\$193.60	001 -0229-025-00	\$173.40
001 -0193-012-00	\$936.00	001 -0195-028-00	\$195.40	001 -0229-026-00	\$136.40
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001 -0193-017-00	\$2,252.50	001 -0195-032-00	\$137.00	001 -0229-030-00	\$136.40
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001 -0193-020-00	\$1,875.00	001 -0195-035-00	\$219.20	001 -0229-033-00	\$170.00
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001 -0193-025-00	\$1,428.60	001 -0195-041-00	\$0.00	001 -0229-039-00	\$152.00
001 -0193-026-00	\$1,203.20	001 -0195-042-00	\$221.40	001 -0229-040-00	\$136.40
001 -0193-027-00	\$420.00	001 -0195-043-00	\$146.40	001 -0229-041-00	\$136.40
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001 -0193-035-00	\$193.00	001 -0195-050-00	\$222.40	001 -0229-049-00	\$0.00
001 -0193-036-00	\$13.20	001 -0195-051-00	\$147.00	001 -0229-050-00	\$0.00
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001 -0193-041-00	\$82.80	001 -0229-003-00	\$138.60	001 -0229-054-00	\$0.00
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001 -0193-048-00	\$0.00	001 -0229-010-00	\$133.80	001 -0234-004-00	\$2,000.00
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001 -0193-052-00	\$0.00	001 -0229-014-00	\$136.40	001 -0235-001-00	\$169.60
001 -0193-053-00	\$0.00	001 -0229-015-00	\$136.40	001 -0235-002-00	\$212.80
001 -0193-055-00	\$755.00	001 -0229-016-00	\$136.40	001 -0235-003-00	\$231.60
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001 -0193-057-00	\$880.00	001 -0229-018-00	\$200.80	001 -0235-005-00	\$170.80

001 -0235-006-00	\$158.20	001 -0237-018-00	\$169.60	001 -0240-009-00	\$199.00
001 -0235-007-00	\$170.80	001 -0237-019-00	\$275.20	001 -0240-010-00	\$235.20
001 -0235-008-00	\$221.00	001 -0237-020-00	\$231.60	001 -0240-011-00	\$181.00
001 -0235-009-00	\$199.00	001 -0237-021-00	\$266.20	001 -0240-012-00	\$237.00
001 -0235-010-00	\$235.20	001 -0238-001-00	\$170.80	001 -0240-013-00	\$250.60
001 -0235-011-00	\$181.00	001 -0238-002-00	\$158.20	001 -0240-014-00	\$180.40
001 -0235-012-00	\$237.00	001 -0238-003-00	\$170.80	001 -0240-015-00	\$249.20
001 -0235-013-00	\$245.00	001 -0238-004-00	\$221.00	001 -0241-001-00	\$162.40
001 -0235-014-00	\$180.40	001 -0238-005-00	\$199.00	001 -0241-002-00	\$264.00
001 -0235-015-00	\$249.20	001 -0238-006-00	\$158.20	001 -0241-003-00	\$222.00
001 -0235-016-00	\$324.60	001 -0238-007-00	\$181.00	001 -0241-004-00	\$255.80
001 -0235-017-00	\$330.80	001 -0238-008-00	\$237.00	001 -0241-005-00	\$163.80
001 -0235-018-00	\$193.20	001 -0238-009-00	\$250.60	001 -0241-006-00	\$154.00
001 -0235-019-00	\$330.80	001 -0238-010-00	\$235.20	001 -0241-007-00	\$163.80
001 -0235-020-00	\$157.00	001 -0238-011-00	\$161.00	001 -0241-008-00	\$212.00
001 -0235-021-00	\$324.60	001 -0238-012-00	\$327.20	001 -0241-009-00	\$182.60
001 -0236-001-00	\$169.60	001 -0238-013-00	\$250.60	001 -0241-010-00	\$224.80
001 -0236-002-00	\$275.20	001 -0238-014-00	\$193.20	001 -0241-011-00	\$181.00
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001 -0236-004-00	\$266.20	001 -0238-016-00	\$157.00	001 -0241-013-00	\$240.40
001 -0236-005-00	\$170.80	001 -0238-017-00	\$327.20	001 -0241-014-00	\$165.60
001 -0236-006-00	\$158.20	001 -0239-001-00	\$169.60	001 -0241-015-00	\$238.80
001 -0236-007-00	\$170.80	001 -0239-002-00	\$275.20	001 -0242-001-00	\$162.40
001 -0236-008-00	\$221.00	001 -0239-003-00	\$231.60	001 -0242-002-00	\$264.00
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001 -0236-014-00	\$180.40	001 -0239-009-00	\$199.00	001 -0242-008-00	\$212.00
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001 -0236-016-00	\$193.20	001 -0239-011-00	\$181.00	001 -0242-010-00	\$224.80
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001 -0237-004-00	\$266.20	001 -0239-016-00	\$172.40	001 -0242-015-00	\$238.80
001 -0237-005-00	\$170.80	001 -0239-017-00	\$174.80	001 -0243-001-00	\$162.40
001 -0237-006-00	\$158.20	001 -0239-018-00	\$193.20	001 -0243-002-00	\$264.00
001 -0237-007-00	\$170.80	001 -0239-019-00	\$174.80	001 -0243-003-00	\$222.00
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001 -0237-015-00	\$249.20	001 -0240-006-00	\$158.20	001 -0243-011-00	\$181.00
001 -0237-016-00	\$193.20	001 -0240-007-00	\$170.80	001 -0243-012-00	\$226.60
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001 -0243-015-00	\$238.80	002 -0060-040-00	\$184.40	002 -0060-090-00	\$123.00
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002 -0057-011-00	\$4,800.00	002 -0060-044-00	\$184.20	002 -0060-094-00	\$173.20
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002 -0057-014-00	\$5,505.50	002 -0060-047-00	\$177.60	002 -0060-097-00	\$206.20
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002 -0060-001-00	\$0.00	002 -0060-051-00	\$178.00	002 -0060-101-00	\$117.60
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002 -0060-020-00	\$173.00	002 -0060-070-00	\$173.20	002 -0060-120-00	\$168.80
002 -0060-021-00	\$177.60	002 -0060-071-00	\$183.00	002 -0060-121-00	\$172.00
002 -0060-022-00	\$177.60	002 -0060-072-00	\$174.20	002 -0060-122-00	\$124.60
002 -0060-023-00	\$132.60	002 -0060-073-00	\$207.40	002 -0060-123-00	\$184.40
002 -0060-024-00	\$120.80	002 -0060-074-00	\$117.40	002 -0060-124-00	\$123.00
002 -0060-025-00	\$135.20	002 -0060-075-00	\$206.00	002 -0060-125-00	\$112.60
002 -0060-026-00	\$178.00	002 -0060-076-00	\$174.40	002 -0060-126-00	\$123.00
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002 -0060-028-00	\$122.40	002 -0060-078-00	\$117.80	002 -0060-128-00	\$150.00
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002 -0060-030-00	\$226.20	002 -0060-080-00	\$150.00	002 -0060-130-00	\$123.00
002 -0060-031-00	\$150.00	002 -0060-081-00	\$175.20	002 -0060-131-00	\$182.00
002 -0060-032-00	\$117.60	002 -0060-082-00	\$123.00	002 -0060-132-00	\$168.80
002 -0060-033-00	\$173.40	002 -0060-083-00	\$178.40	002 -0060-133-00	\$172.00
002 -0060-034-00	\$109.40	002 -0060-084-00	\$167.20	002 -0060-134-00	\$124.60
002 -0060-035-00	\$234.40	002 -0060-085-00	\$172.00	002 -0060-135-00	\$184.40
002 -0060-036-00	\$119.60	002 -0060-086-00	\$123.00	002 -0060-136-00	\$123.00
002 -0060-037-00	\$123.60	002 -0060-087-00	\$184.40	002 -0060-137-00	\$116.20
002 -0060-038-00	\$172.00	002 -0060-088-00	\$123.00	002 -0060-138-00	\$123.00

002 -0060-139-00	\$177.80	002 -0060-189-00	\$234.40	002 -0060-239-00	\$108.60
002 -0060-140-00	\$150.00	002 -0060-190-00	\$171.80	002 -0060-240-00	\$164.20
002 -0060-141-00	\$175.20	002 -0060-191-00	\$123.40	002 -0060-241-00	\$156.40
002 -0060-142-00	\$123.00	002 -0060-192-00	\$184.40	002 -0060-242-00	\$168.00
002 -0060-143-00	\$182.00	002 -0060-193-00	\$122.00	002 -0060-243-00	\$163.20
002 -0060-144-00	\$168.80	002 -0060-194-00	\$121.80	002 -0060-244-00	\$155.00
002 -0060-145-00	\$172.00	002 -0060-195-00	\$188.00	002 -0060-245-00	\$189.00
002 -0060-146-00	\$124.60	002 -0060-196-00	\$150.20	002 -0060-246-00	\$120.20
002 -0060-147-00	\$184.40	002 -0060-197-00	\$175.40	002 -0060-247-00	\$106.80
002 -0060-148-00	\$123.00	002 -0060-198-00	\$173.40	002 -0060-248-00	\$155.00
002 -0060-149-00	\$116.20	002 -0060-199-00	\$178.60	002 -0060-249-00	\$107.00
002 -0060-150-00	\$123.00	002 -0060-200-00	\$234.40	002 -0060-250-00	\$158.00
002 -0060-151-00	\$177.80	002 -0060-201-00	\$171.80	002 -0060-251-00	\$105.00
002 -0060-152-00	\$150.20	002 -0060-202-00	\$123.40	002 -0060-252-00	\$164.20
002 -0060-153-00	\$175.40	002 -0060-203-00	\$184.40	002 -0060-253-00	\$156.40
002 -0060-154-00	\$173.40	002 -0060-204-00	\$122.00	002 -0060-254-00	\$168.00
002 -0060-155-00	\$171.60	002 -0060-205-00	\$121.80	002 -0060-255-00	\$163.20
002 -0060-156-00	\$227.40	002 -0060-206-00	\$188.00	002 -0060-256-00	\$155.00
002 -0060-157-00	\$171.80	002 -0060-207-00	\$143.40	002 -0060-325-00	\$0.00
002 -0060-158-00	\$123.40	002 -0060-208-00	\$120.20	002 -0060-326-00	\$84.60
002 -0060-159-00	\$184.40	002 -0060-209-00	\$111.80	002 -0060-327-00	\$85.20
002 -0060-160-00	\$122.00	002 -0060-210-00	\$102.40	002 -0060-328-00	\$84.60
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002 -0060-188-00	\$178.60	002 -0060-238-00	\$161.40	002 -0060-356-00	\$78.80

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002 -0060-369-00	\$129.60	002 -0065-024-00	\$164.20	002 -0073-020-00	\$114.90
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002 -0060-378-00	\$71.80	002 -0065-033-00	\$215.20	002 -0073-029-00	\$134.70
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002 -0060-382-00	\$132.40	002 -0069-002-00	\$6,460.00	002 -0073-033-00	\$89.25
002 -0060-383-00	\$128.40	002 -0069-003-01	\$3,500.00	002 -0073-034-00	\$89.25
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002 -0060-390-00	\$773.20	002 -0069-012-00	\$4,511.60	002 -0073-041-00	\$169.80
002 -0060-391-00	\$300.00	002 -0071-001-00	\$14,053.85	002 -0073-042-00	\$111.75
002 -0060-392-00	\$1,570.60	002 -0071-002-00	\$2,000.00	002 -0073-043-00	\$114.75
002 -0060-393-00	\$1,396.40	002 -0071-003-00	\$1,499.85	002 -0073-044-00	\$134.70
002 -0061-012-00	\$5,031.00	002 -0071-004-00	\$1,000.00	002 -0073-045-00	\$134.70
002 -0061-013-00	\$2,970.00	002 -0071-005-00	\$8,500.00	002 -0073-046-00	\$117.00
002 -0061-015-00	\$5,000.00	002 -0071-006-00	\$1,299.80	002 -0073-047-00	\$115.20
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002 -0061-017-01	\$4,425.00	002 -0071-008-00	\$1,565.50	002 -0073-049-00	\$89.25
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002 -0061-019-00	\$1,034.05	002 -0071-010-00	\$498.95	002 -0073-051-00	\$122.55
002 -0063-001-00	\$7,839.80	002 -0071-011-00	\$498.95	002 -0073-052-00	\$119.85
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002 -0063-003-00	\$782.50	002 -0073-001-00	\$14,093.90	002 -0073-056-00	\$336.30
002 -0063-005-00	\$6,024.15	002 -0073-002-00	\$1,704.00	002 -0073-057-00	\$363.90
002 -0063-006-00	\$58,798.60	002 -0073-003-00	\$1,904.90	002 -0073-058-00	\$257.85
002 -0063-007-00	\$3,833.55	002 -0073-004-00	\$1,282.20	002 -0073-059-00	\$342.45

002 -0073-060-00	\$107.40	002 -0083-037-00	\$148.00	002 -0087-003-00	\$1,990.00
002 -0073-061-00	\$107.40	002 -0083-038-00	\$155.40	002 -0087-004-00	\$4,300.00
002 -0073-062-00	\$336.30	002 -0083-039-00	\$169.00	002 -0087-005-00	\$4,091.90
002 -0073-063-00	\$555.91	002 -0083-040-00	\$141.80	002 -0087-006-00	\$1,922.05
002 -0073-064-00	\$148.05	002 -0083-041-00	\$139.20	002 -0087-007-00	\$1,192.50
002 -0073-066-00	\$1,367.04	002 -0083-042-00	\$227.40	002 -0087-008-00	\$1,012.50
002 -0075-001-00	\$9,084.00	002 -0083-043-00	\$135.20	002 -0087-009-00	\$2,500.00
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002 -0075-002-02	\$5,647.20	002 -0083-045-00	\$155.40	002 -0091-001-00	\$6,829.65
002 -0077-001-00	\$58,984.55	002 -0083-046-00	\$169.00	002 -0091-002-00	\$13,765.25
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002 -0083-004-00	\$1,060.20	002 -0083-057-00	\$134.40	002 -0100-001-00	\$0.00
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002 -0083-010-00	\$2,629.70	002 -0083-063-00	\$222.00	002 -0100-007-00	\$1,238.30
002 -0083-011-00	\$2,000.00	002 -0083-064-00	\$133.80	002 -0100-008-00	\$232.30
002 -0083-012-00	\$1,500.00	002 -0083-065-00	\$149.80	002 -0100-009-00	\$3,916.50
002 -0083-013-00	\$2,065.00	002 -0083-066-00	\$0.00	002 -0100-010-00	\$0.00
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002 -0083-015-00	\$1,175.00	002 -0085-002-00	\$1,600.00	002 -0100-012-00	\$1,818.40
002 -0083-017-00	\$1,271.95	002 -0085-003-00	\$6,144.20	002 -0100-013-00	\$9,000.00
002 -0083-018-00	\$883.10	002 -0085-004-00	\$6,500.00	002 -0112-001-00	\$1,704.00
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002 -0083-020-00	\$1,282.75	002 -0085-006-00	\$2,024.40	002 -0112-003-00	\$2,400.00
002 -0083-021-00	\$1,060.60	002 -0085-007-00	\$4,700.00	002 -0112-004-00	\$2,868.00
002 -0083-022-00	\$2,057.00	002 -0085-008-00	\$1,093.90	002 -0112-005-00	\$3,495.20
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002 -0083-024-00	\$3,207.90	002 -0085-010-00	\$3,048.75	002 -0112-007-00	\$4,382.85
002 -0083-025-00	\$972.25	002 -0085-011-00	\$1,125.00	002 -0112-008-00	\$2,871.60
002 -0083-026-00	\$1,455.10	002 -0085-012-00	\$5,841.45	002 -0112-009-00	\$1,628.00
002 -0083-027-00	\$3,291.30	002 -0085-013-00	\$979.31	002 -0112-010-00	\$2,453.00
002 -0083-030-00	\$907.05	002 -0085-014-00	\$771.48	002 -0113-001-00	\$658.75
002 -0083-031-00	\$138.00	002 -0085-015-00	\$803.96	002 -0113-002-00	\$131.65
002 -0083-032-00	\$132.00	002 -0085-016-00	\$740.00	002 -0113-003-00	\$78.80
002 -0083-033-00	\$141.80	002 -0085-017-00	\$165.00	002 -0113-004-00	\$104.70
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002 -0083-035-00	\$227.40	002 -0087-001-00	\$14,104.25	002 -0113-006-00	\$104.70
002 -0083-036-00	\$135.20	002 -0087-002-00	\$1,500.00	002 -0113-007-00	\$104.70

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002 -0113-014-00	\$128.85	002 -0114-007-00	\$48.40	002 -0115-001-00	\$144.00
002 -0113-015-00	\$60.25	002 -0114-008-00	\$48.40	002 -0115-002-00	\$128.00
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002 -0113-017-00	\$60.95	002 -0114-010-00	\$97.60	002 -0115-004-00	\$90.00
002 -0113-018-00	\$110.30	002 -0114-011-00	\$52.80	002 -0115-005-00	\$108.00
002 -0113-019-00	\$60.95	002 -0114-012-00	\$53.80	002 -0115-006-00	\$90.00
002 -0113-020-00	\$110.30	002 -0114-013-00	\$53.80	002 -0115-007-00	\$147.00
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002 -0113-023-00	\$65.50	002 -0114-016-00	\$74.20	002 -0115-010-00	\$96.00
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002 -0113-025-00	\$60.60	002 -0114-018-00	\$74.20	002 -0115-012-00	\$96.00
002 -0113-026-00	\$109.60	002 -0114-019-00	\$74.20	002 -0115-013-00	\$147.00
002 -0113-027-00	\$122.20	002 -0114-020-00	\$74.20	002 -0115-014-00	\$96.00
002 -0113-028-00	\$65.50	002 -0114-021-00	\$60.00	002 -0115-015-00	\$131.80
002 -0113-029-00	\$132.70	002 -0114-022-00	\$60.00	002 -0115-016-00	\$91.00
002 -0113-030-00	\$132.70	002 -0114-023-00	\$112.20	002 -0115-017-00	\$72.00
002 -0113-031-00	\$132.70	002 -0114-024-00	\$26.80	002 -0115-018-00	\$92.60
002 -0113-032-00	\$132.70	002 -0114-025-00	\$27.80	002 -0115-019-00	\$125.00
002 -0113-033-00	\$62.70	002 -0114-026-00	\$65.20	002 -0115-020-00	\$134.40
002 -0113-034-00	\$62.70	002 -0114-027-00	\$65.20	002 -0631-008-00	\$3,523.10
002 -0113-035-00	\$131.65	002 -0114-028-00	\$65.20	018 -0450-004-00	\$43,225.00
002 -0113-036-00	\$131.65	002 -0114-029-00	\$71.40	018 -0450-005-00	\$47,257.00
002 -0113-037-00	\$131.65	002 -0114-030-00	\$30.80		
002 -0113-038-00	\$122.20	002 -0114-031-00	\$19.00		

OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

ATTACHMENT 1

**THE OAKLAND CHINATOWN
COMMUNITY BENEFIT DISTRICT**

**ASSESSMENT ENGINEER’S
REPORT**

*Being established pursuant to the City of Oakland’s
Business Improvement Management District Ordinance of 1999
12190, Under Municipal Code Chapter 4.48*

*Prepared by
Edward V. Henning
California Registered Professional Engineer # 26549
Edward Henning & Associates*

May 25, 2021

v 2.0

OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

ASSESSMENT ENGINEER’S REPORT

To Whom It May Concern:

I hereby certify to the best of my professional knowledge and experience that each of the identified benefiting properties located within the proposed Oakland Chinatown Community Benefit District ("OCTCBD") being established for a ten (10) year term will receive a special benefit over and above the benefits conferred on the public at large and that the amount of the proposed assessment is proportional to, and no greater than the benefits conferred on each respective property.

Prepared by Edward V. Henning, California Registered Professional Engineer # 26549



Edward V. Henning RPE #26549 May 25, 2021
Edward V. Henning Date

(NOT VALID WITHOUT SIGNATURE AND CERTIFICATION SEAL HERE)

Introduction

This report serves as the “detailed engineer’s report” required by Section 4(b) of Article XIID of the California Constitution (Proposition 218) to support the benefit property assessments to be levied within the proposed OCTCBD in the City of Oakland, California being established for a ten (10) year term. The discussion and analysis contained within this Report constitutes the required “nexus” of rationale between assessment amounts levied and special benefits derived by real properties within the proposed OCTCBD.

OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

Background

The OCTCBD is a property-based benefit assessment type district being established for a ten (10) year term pursuant to the Business Improvement Management District Ordinance of 1999 # 12190 (the “Ordinance”), Under Municipal Code Chapter 4.48 of the Oakland City Code relating to the establishment of Business Improvement Districts. The Ordinance was modeled after Section 36600 et seq. of the California Streets and Highways Code (as amended), also known as the Property and Business Improvement District Law of 1994 (the “Act”). Due to the benefit assessment nature of assessments levied within a community benefit district (“CBD”), district program costs are to be distributed amongst all identified benefiting properties based on the proportional amount of special program benefit each property is expected to derive from the assessments levied. Within the Ordinance and the Act, frequent references are made to the concept of relative “benefit” received from CBD programs and activities versus amount of assessment paid. Only those properties expected to derive special benefits from CBD funded programs and activities may be assessed and only in an amount proportional to the relative special benefits expected to be received.

Supplemental Article XIID Section 4(b) California Constitution **Proposition 218 Procedures and Requirements**

Proposition 218, approved by the voters of California in November of 1996, adds a supplemental array of procedures and requirements to be carried out prior to levying a property-based assessment like the OCTCBD. These requirements are in addition to requirements imposed by State and local assessment enabling laws. These requirements were “chaptered” into law as Article XIID Section 4(b) of the California Constitution.

Since Article XIID provisions will affect all subsequent calculations to be made in the final assessment formula for the OCTCBD, these supplemental requirements will be taken into account. The key provisions of Article XIID along with a description of how the OCTCBD complies with each of these provisions are delineated below.

(Note: All section references below pertain to Article XIII D of the California Constitution):

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Finding 1. From Section 4(a): “Identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed”

Boundaries

The proposed OCTCBD consists of approximately 52 square blocks consisting of 1,293 parcels (1277 assessed) owned by 1,033 property owners, including parcels owned by the City of Oakland. See the OCTCBD map in Appendix 2 of this Report.

The OCTCBD is generally bounded by:

- *On the south:* bounded by the 880 freeway from Fallon Street on the east to Franklin Street on the west.
- *On the north:* in general, the northern boundary is represented by the parcels on both sides of 13th Street from Webster Street on the west up to Lakeside Drive on the east.
- *On the west:* Due to the inclusion of Chinatown properties in the 2018 renewal of the Downtown Community Benefit District, the western boundary include parcels on both sides of Franklin Street from the 880 to 8th Street, and then the parcels on the east side of Franklin between 8th Street northward to 11th Street, and does not include the parcels between 11th and 12th Street fronting on Franklin but the remainder of the parcels between 11th and 13th Street jogging northward which will be seen on the maps provided in this plan;
- *On the east:* parcels on the west side of Fallon Street from the 880 freeway to 10th Street, and then including both the Oakland Museum and Kaiser Convention Center sites, continuing on the west side of 14th Street up to both sides of 14th Street and Lakeside Drive.

Benefit Zones

The OCTCBD consists of two benefit zones.

OCTCBD Boundary Rationale

The OCTCBD boundaries are comprised of parcels that showcase an array of high-quality restaurants, retailers, office buildings, market rate and affordable housing units, hotels, transit centers, family association buildings, single family residential units, parks, public buildings, the Oakland Museum, the Kaiser Convention Center.

Northern Boundary

The northern boundary of the OCTCBD is defined by the parcels beginning at parcel 001-057-007 and running eastward to the intersection of 13th and Webster Streets and then proceeding north to include all of the parcels on both sides of 13th Street from parcels 001-063-001 and parcel 001-065-15-36 running eastward on both sides of 13th Street including the full block parcels between 13th and 14th Streets, all of the way to the intersection of 13th Street and Lakeside Drive, to parcel 001-091-001.

The OCTCBD will only provide services to the individual assessed parcels within the boundaries; services will not be provided to parcels that are not assessed. No OCTCBD programs and services will be provided north of the northern OCTCBD boundary.

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Western Boundary

Due to the inclusion of parcels along the Chinatown side of Broadway into the 2018 Downtown Oakland CBD, the parcel boundary on the west side is a bit fragmented. The western boundary commences at parcel 001-234-005 running mid-block (not include the Orchid Condominium) up to 7th Street. The boundary then crosses northward on 7th to include parcels 001-234-008, 001-234-004-001. The western boundary continues east to the intersection of Franklin Street and 8th Street, then running up Franklin to include all of the parcels on the east side of Franklin up to the intersection of 11th and Franklin Streets. The western boundary then excludes all of the parcels on the east and west side of the street, facing on to Franklin Street ending at parcel 001-057-007.

The OCTCBD will only provide services to the individual assessed parcels within the boundaries; services will not be provided to parcels that are not assessed. No OCTCBD programs and services will be provided west of the western OCTCBD boundary.

Southern Boundary

The southern boundary of the OCTCBD includes all of the parcels on the north side of 6th Street between parcel 001-234-005 on the west up to parcel 001-167-009 on the east.

The OCTCBD will only provide services to the individual assessed parcels within the boundaries; services will not be provided to parcels that are not assessed. No OCTCBD programs and services will be provided south of the southern OCTCBD boundary.

Eastern Boundary

The eastern boundary of the OCTCBD begins at the parcel at the intersection of Fallon and 6th Street, parcel number 001-167-009 and continues northward on the west side of Fallon Street up to the intersection of 10th Street and Fallon Street. (Does not include any frontage around Laney College). The eastern boundary then continues eastward to include the east side of the Kaiser Convention Center and stops at their 10th Street parcel eastern boundary. The eastern boundary then picks up north of the Oakland Museum at the intersection of Lakeside Drive and 12th Street next to the County Administration Center. The eastern boundary then continues northward up 14th street and ends at the intersection of 14th Street and Lakeside Drive including parcel 001-631-008.

The OCTCBD will only provide services to the individual assessed parcels within the boundaries; services will not be provided to parcels that are not assessed. No OCTCBD programs and services will be provided east of the eastern OCTCBD boundary.

All identified parcels within the above-described boundaries shall be assessed to fund supplemental special benefit programs, services and improvements as outlined in the Plan and in this Assessment Engineer’s Report. All OCTCBD funded services, programs and improvements provided within the above described boundaries shall confer special benefit to identified assessed parcels inside the OCTCBD boundaries and none will be provided outside of the OCTCBD. Each assessed parcel within the OCTCBD will proportionately specially benefit from the OCTCBD funded civil sidewalks, district identity & placemaking, administration and contingency as described in more detail under “Work Plan”, beginning on page 13 of this Report. These services, programs and improvements are intended to improve commerce, employment, rents and commercial/residential occupancy rates of parcels and businesses within the OCTCBD by reducing crime, litter and debris and professionally marketing goods and services available within the OCTCBD, all considered necessary in a competitive properly managed business district. All

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OCTCBD funded services programs and improvements are considered supplemental, above normal base level services provided by the City of Oakland and are only provided for the special benefit of assessed parcels within the boundaries of the OCTCBD.

A list of all parcels included in the proposed OCTCBD is shown as Appendix 1, attached to this Report with their respective Alameda County assessor parcel number. The boundary of the proposed OCTCBD and parcels within it are shown on the map of the OCTCBD attached as Appendix 2 to this Report.

Finding 2. From Section 4(a): “Separate general benefits (if any) from the special benefits conferred on parcel(s). Only special benefits are assessable. “

QUANTITATIVE BENEFIT ANALYSIS

As stipulated in Article XIID Section 4(b) of the California Constitution, assessment district programs and activities confer a combination of general and special benefits, but the only program benefits that can be assessed are those that provide special benefit to the assessed properties. For the purposes of this analysis, a “general benefit” is hereby defined as: “A benefit to properties in the area and in the surrounding community or benefit to the public in general resulting from the improvement, activity, or service to be provided by the assessment levied”. “Special benefit” as defined by the California State Constitution means a distinct benefit over and above general benefits conferred on real property located in the district.

The property uses within the boundaries of the OCTCBD that will receive special benefits from OCTCBD funded programs and services are currently an array of high-quality restaurants, retailers, office buildings, market rate and affordable housing units, hotels, transit centers, family association buildings, single family residential units, parks, public buildings, the Oakland Museum and the Kaiser Convention Center. No parcels within the OCTCBD are zoned solely residential. Services, programs and improvements provided and funded by the OCTCBD are primarily designed to provide special benefits as described below to identified assessed parcels and the array of land uses within the boundaries of the OCTCBD.

The proposed OCTCBD programs, improvements and services and Year 1 – 2022 budget allocation are as follows:

Year 1 – 2022 OCTCBD Special Benefit Cost Allocations (Assessment Revenue Only)

BENEFIT ZONE	CIVIL SIDEWALKS	DISTRICT IDENTITY & PLACEMAKING	ADMINISTRATION	CONTINGENCY	TOTAL
%	66%	14%	15%	5%	100%
1	\$663,878	\$138,148	\$149,660	\$53,599	\$1,005,286
2	<u>\$201,122</u>	<u>\$41,852</u>	<u>\$45,340</u>	<u>\$16,238</u>	<u>\$304,551</u>
TOTAL	\$865,000	\$180,000	\$195,000	\$69,837	\$1,309,837

Assessed commercial parcels as well as commercial portions of mixed-use parcels are conferred proportionate special benefits from all OCTCBD funded programs, services and improvements which are intended to attract more customers, users, visitors, employees, tenants and investors. For these parcels,

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OCTCBD programs, services and improvements are designed to increase business volumes, sales transactions, commercial occupancies and rental income. These programs, services and improvements are designed to improve commerce, security and aesthetic appeal for patrons, visitors and employees of these parcels within the OCTCBD by reducing crime, litter and debris and professionally marketing the array of goods and services available within the OCTCBD, all considered necessary in a competitive properly managed business district.

For non-profit owned and occupied parcels and facilities within the OCTCBD, it is the opinion of this Assessment Engineer that each of these parcels specially benefit, but differently than commercial type parcels, from OCTCBD funded programs and services from cleaner and safer facilities for their employees, students, visitors, vendors and other users of these non-profit locations and facilities.

For residential parcels and residential portions of mixed use parcels within the OCTCBD (all located on commercial zoned parcels), it is the opinion of this Assessment Engineer that each of these parcels and uses specially benefit, but differently than commercial type parcels, from OCTCBD funded programs and services from the civil sidewalks, district identity & placemaking, administration and contingency programs designed to improve the cleanliness, security, marketability and livability of these parcels and residential units on them. The proportionate special benefits conferred on all residential parcels and units shall be considered in proportion to those conferred on commercial parcels within the OCTCBD. For these parcels, OCTCBD programs, services and improvements are designed to increase residential rental occupancies and income. These programs, services and improvements are designed to improve security and aesthetic appeal for tenants, visitors and landlords of these parcels within the OCTCBD by reducing crime, litter and debris and professionally marketing the availability of residential rental units within the OCTCBD and the nearby array of goods, services and activities, all considered necessary in a competitive properly managed contemporary mixed-use business district.

These benefits are particular and distinct to each and every identified and assessed parcel within the OCTCBD and are not provided to non-assessed parcels outside of the OCTCBD. These programs, services and improvements will only be provided to each individual assessed parcel within the OCTCBD boundaries and, in turn, confer proportionate "special benefits" to each assessed parcel.

In the case of the OCTCBD, the very nature of the purpose of this CBD is to fund supplemental programs, services and improvements to assessed parcels within the OCTCBD boundaries above and beyond what is being currently funded either via normal tax supported methods or other funding sources. All benefits derived from the assessments to be levied on assessed parcels within the OCTCBD are for services, programs and improvements directly and specially benefiting each individual assessed parcel within the OCTCBD. No OCTCBD funded services, activities or programs will be provided outside of the OCTCBD boundaries.

While every attempt is made to provide OCTCBD services and programs to confer special benefits only to those identified assessed parcels within the OCTCBD, the California State Constitution was amended via Proposition 218 to stipulate that general benefits exist, either by design or unintentional, in all assessment districts and that a portion of the program costs must be considered attributable to general benefits and assigned a value. General benefits cannot be funded by assessment revenues. General benefits might be conferred on parcels within the OCTCBD, or "spillover" onto parcels surrounding the OCTCBD, or to the public at large who might be passing through the OCTCBD with no intention of transacting business within the OCTCBD or interest in the OCTCBD itself.

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Empirical assessment engineering analysis throughout California has found that general benefits within a given business improvement district tend to range from 2-6% of the total costs. There are three methods that have been used by this Engineer for determining general and special benefit values within assessment districts:

- (1) The parcel by parcel allocation method
- (2) The program/activity line item allocation method, and
- (3) The composite district overlay determinant method.

A majority of CBDs in California for which this Assessment Engineer has provided assessment engineering services since the enactment of Proposition 218, (Article XIID Section 4(b) of the California Constitution) have used Method #3, the composite district overlay determinant method which will be used for the OCTCBD. This method of computing the value of general benefit involves a composite of three distinct types of general benefit – general benefit to assessed parcels within the OCTCBD, general benefit to the public at large within the OCTCBD and general benefit to parcels outside the OCTCBD.

General Benefit – Assessed Parcels within the OCTCBD

OCTCBD funded programs are narrowly designed and carefully implemented to specially benefit the assessed OCTCBD parcels and are only provided for the special benefit to each and every assessed parcel within the OCTCBD. It is the opinion of this Engineer, based on over 30 years of professional assessment engineering experience, that nearly 100% of benefits conferred on assessed parcels within the OCTCBD are distinct and special but in the case of the OCTCBD, it is projected that there are 0.25% general benefits conferred on these assessed parcels. This high ratio of special benefits to general benefits is because the OCTCBD funded programs and services are specially geared to the unique needs of each assessed parcel within the OCTCBD and are directed specially only to these assessed parcels within the OCTCBD. This concept is further reinforced by the proportionality of special benefits conferred on each assessed parcel within the OCTCBD as determined by the special benefit assessment formula as it is applied to the unique and varying property characteristics of each assessed parcel. The computed 0.25% general benefit value on assessed parcels within the OCTCBD equates to \$3,275 or $(.25\% \times \$1,309,837)$.

General Benefits – Outside Parcels

While OCTCBD programs and services will not be provided directly to parcels outside the OCTCBD boundaries, it is reasonable to conclude that OCTCBD services may confer an indirect general benefit on parcels adjacent to the OCTCBD boundaries. An inventory of the OCTCBD boundaries finds that the OCTCBD is immediately surrounded by 52 parcels. Of these 52 parcels, 40 are commercial zoned parcels with commercial uses, 8 are residentially zoned parcels with residential uses and 5 are publicly owned parcels with public uses.

The 52 parcels directly outside the OCTCBD boundaries can reasonably be assumed to receive some indirect general benefit as a result of OCTCBD funded programs, services and improvements. Based on over 30 years of assessment engineering experience, it is the opinion of this Engineer that a benefit factor of 1.0 be attributed to the 1277 assessed parcels within the OCTCBD, a benefit factor of 0.05 be attributed to general benefits conferred on the 40 non-OCTCBD commercial parcels and uses located adjacent to or across the street from assessed parcels within the OCTCBD, a benefit factor of 0.01 be attributed to general benefits conferred on the 8 non-OCTCBD residential parcels and uses located adjacent to or across the street from assessed parcels within the OCTCBD and, a benefit factor of 0.01 be attributed to general

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benefits conferred on the 5 non-OCTCBD publicly owned parcels and uses located adjacent to or across the street from assessed parcels within the OCTCBD. The cumulative dollar value of this general benefit type equates to \$2,286 (\$2,052 + \$51 + \$83) as delineated in the following Table:

Parcel Type	Quantity	Benefit Factor	Benefit Units	Benefit Percent	Benefit Value
Parcels within CTCBD	1277	1.000	1,277.00	99.8335%	\$1,309,837
Commercial parcels outside of CTCBD	40	0.050	2.00	0.1564%	\$2,052
Public parcels outside of CTCBD	5	0.010	0.05	0.0039%	\$51
Residential use parcels outside of CTCBD	8	0.010	<u>0.08</u>	<u>0.0063%</u>	<u>\$83</u>
TOTAL			1,279.13	100.00%	\$1,312,022

General Benefit - Public At Large

While the OCTCBD funded programs are narrowly designed and carefully implemented to specially benefit the assessed OCTCBD parcels and are only provided for the special benefit to each and every assessed parcel within the OCTCBD, these programs also provide general benefits to the public at large within the OCTCBD.

For CBD type activities, assessment Engineering experience in California has found that generally over 95% of people moving about within CBD boundaries are engaged in business related to assessed parcels and businesses contained on them within a CBD, while the public at large “just passing through” is typically 5% or less.

Based on experience curves and the nature of the proposed OCTCBD funded programs and over 30 years of assessment engineering experience, it is the opinion of this Engineer that districtwide general benefit factors for each of the OCTCBD funded special benefit program element costs that most likely provide a general benefit to the public at large are as shown in the Table below. These factors are applied to each program element costs in order to compute the dollar and percent value of districtwide general benefits to the public at large. The total dollar value of this general benefit type, public at large, equates to \$19,175 as delineated in the following Table:

Program Element	A Dollar Allocation	B General Benefit Percent	C General Benefit Factor	E General Benefit Value (A x C)
CIVIL SIDEWALKS	\$865,000	2.00%	0.020	\$17,300
DISTRICT IDENTITY & PLACEMAKING	\$180,000	0.50%	0.005	\$900
ADMINISTRATION	\$195,000	0.50%	0.005	\$975
CONTINGENCY	<u>\$69,837</u>	0.50%	0.005	<u>\$349</u>
TOTAL	\$1,309,837			\$19,175

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Composite General Benefit

Based on the general benefit values delineated in the three sections above, the total value of districtwide general benefits conferred on assessed parcels within the OCTCBD, on parcels outside the OCTCBD, and on the public at large, equates to \$24,636 (\$3,275 + \$19,175 + \$2,186) or 1.8461%. For the purposes of this analysis, the districtwide general benefit factor of 1.8461% will be rounded up to 2% or \$26,731. This leaves a value of 98% assigned to special benefit related costs. The districtwide general benefit value of \$26,731 when added to the special benefit value of \$1,309,837 (Year 1 – 2022 assessments) equates to a total Year 1 – 2022 program cost of \$1,336,568. Remaining costs that are attributed to districtwide general benefits, will need to be derived from other non-assessment sources.

The program special benefit related cost allocations of the OCTCBD assessment revenues for Year 1 (2022) are shown in the Table on page 17 of this Report. The projected program special benefit related cost allocations of the OCTCBD assessment revenues for the 10-year OCTCBD term, assuming a 5% maximum annual assessment rate increase, are shown in the Table on page 18 of this Report.

A breakdown of projected special and districtwide general benefits for each year of the 6-year renewal term, assuming a 5% maximum annual assessment rate increase is shown in the following Table:

10-Year Special + Districtwide General Benefits
(Assumes 5% max rate increase per year)

YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 1 - 2022	1	CIVIL SIDEWALKS	\$663,878	\$13,549	\$677,427	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$138,148	\$2,819	\$140,967	13.7422%
		ADMINISTRATION	\$149,660	\$3,054	\$152,714	14.8873%
		CONTINGENCY	<u>\$53,599</u>	<u>\$1,094</u>	<u>\$54,693</u>	<u>5.3317%</u>
		SUBTOTAL	\$1,005,285	\$20,516	\$1,025,801	100.0000%
	2	CIVIL SIDEWALKS	\$201,122	\$4,105	\$205,227	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$41,852	\$854	\$42,706	13.7422%
		ADMINISTRATION	\$45,340	\$925	\$46,265	14.8873%
		CONTINGENCY	<u>\$16,238</u>	<u>\$331</u>	<u>\$16,569</u>	<u>5.3317%</u>
		SUBTOTAL	\$304,552	\$6,215	\$310,767	100.0000%
	1&2	CIVIL SIDEWALKS	\$865,000	\$17,654	\$882,654	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$180,000	\$3,673	\$183,673	13.7422%
		ADMINISTRATION	\$195,000	\$3,979	\$198,979	14.8873%
		CONTINGENCY	<u>\$69,837</u>	<u>\$1,425</u>	<u>\$71,262</u>	<u>5.3317%</u>
		TOTAL YEAR 1 - 2022	\$1,309,837	\$26,731	\$1,336,568	100.0000%
YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 2 - 2023	1	CIVIL SIDEWALKS	\$697,072	\$14,226	\$711,298	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$145,055	\$2,960	\$148,015	13.7422%
		ADMINISTRATION	\$157,143	\$3,207	\$160,350	14.8873%
		CONTINGENCY	<u>\$56,279</u>	<u>\$1,149</u>	<u>\$57,428</u>	<u>5.3317%</u>
		SUBTOTAL	\$1,055,549	\$21,542	\$1,077,091	100.0000%

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	2	CIVIL SIDEWALKS	\$211,178	\$4,310	\$215,488	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$43,945	\$897	\$44,842	13.7422%
		ADMINISTRATION	\$47,607	\$971	\$48,578	14.8873%
		CONTINGENCY	\$17,050	\$348	\$17,398	5.3317%
		SUBTOTAL	\$319,780	\$6,526	\$326,306	100.0000%
	1&2	CIVIL SIDEWALKS	\$908,250	\$18,536	\$926,786	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$189,000	\$3,857	\$192,857	13.7422%
		ADMINISTRATION	\$204,750	\$4,178	\$208,928	14.8873%
		CONTINGENCY	\$73,329	\$1,497	\$74,826	5.3317%
		TOTAL YEAR 2 - 2023	\$1,375,329	\$28,068	\$1,403,397	100.0000%
YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 3 - 2024	1	CIVIL SIDEWALKS	\$731,926	\$14,937	\$746,863	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$152,308	\$3,108	\$155,416	13.7422%
		ADMINISTRATION	\$165,000	\$3,367	\$168,367	14.8873%
		CONTINGENCY	\$59,093	\$1,206	\$60,299	5.3317%
		SUBTOTAL	\$1,108,327	\$22,618	\$1,130,945	100.0000%
	2	CIVIL SIDEWALKS	\$221,737	\$4,526	\$226,263	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$46,142	\$942	\$47,084	13.7422%
		ADMINISTRATION	\$49,987	\$1,020	\$51,007	14.8873%
		CONTINGENCY	\$17,903	\$365	\$18,268	5.3317%
		SUBTOTAL	\$335,769	\$6,853	\$342,622	100.0000%
	1&2	CIVIL SIDEWALKS	\$953,663	\$19,463	\$973,126	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$198,450	\$4,050	\$202,500	13.7422%
		ADMINISTRATION	\$214,987	\$4,387	\$219,374	14.8873%
		CONTINGENCY	\$76,996	\$1,571	\$78,567	5.3317%
		TOTAL YEAR 3 - 2024	\$1,444,096	\$29,471	\$1,473,567	100.0000%
YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 4 - 2025	1	CIVIL SIDEWALKS	\$768,522	\$15,684	\$784,206	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$159,923	\$3,263	\$163,186	13.7422%
		ADMINISTRATION	\$173,250	\$3,535	\$176,785	14.8873%
		CONTINGENCY	\$62,048	\$1,266	\$63,314	5.3317%
		SUBTOTAL	\$1,163,743	\$23,748	\$1,187,491	100.0000%
	2	CIVIL SIDEWALKS	\$232,824	\$4,752	\$237,576	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$48,449	\$989	\$49,438	13.7422%
		ADMINISTRATION	\$52,486	\$1,071	\$53,557	14.8873%
		CONTINGENCY	\$18,798	\$383	\$19,181	5.3317%
		SUBTOTAL	\$352,557	\$7,195	\$359,752	100.0000%
	1&2	CIVIL SIDEWALKS	\$1,001,346	\$20,436	\$1,021,782	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$208,372	\$4,252	\$212,624	13.7422%
		ADMINISTRATION	\$225,736	\$4,606	\$230,342	14.8873%
		CONTINGENCY	\$80,846	\$1,649	\$82,495	5.3317%
		TOTAL YEAR 4 - 2025	\$1,516,300	\$30,943	\$1,547,243	100.0000%

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YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 5 - 2026	1	CIVIL SIDEWALKS	\$806,948	\$16,468	\$823,416	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$167,919	\$3,426	\$171,345	13.7422%
		ADMINISTRATION	\$181,913	\$3,712	\$185,625	14.8873%
		CONTINGENCY	\$65,150	\$1,329	\$66,479	5.3317%
		SUBTOTAL	\$1,221,930	\$24,935	\$1,246,865	100.0000%
	2	CIVIL SIDEWALKS	\$244,465	\$4,990	\$249,455	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$50,871	\$1,038	\$51,909	13.7422%
		ADMINISTRATION	\$55,110	\$1,125	\$56,235	14.8873%
		CONTINGENCY	\$19,738	\$402	\$20,140	5.3317%
		SUBTOTAL	\$370,184	\$7,555	\$377,739	100.0000%
	1&2	CIVIL SIDEWALKS	\$1,051,413	\$21,458	\$1,072,871	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$218,790	\$4,464	\$223,254	13.7422%
		ADMINISTRATION	\$237,023	\$4,837	\$241,860	14.8873%
		CONTINGENCY	\$84,888	\$1,731	\$86,619	5.3317%
		TOTAL YEAR 5 - 2026	\$1,592,114	\$32,490	\$1,624,604	100.0000%
YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 6 - 2027	1	CIVIL SIDEWALKS	\$847,295	\$17,291	\$864,586	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$176,315	\$3,597	\$179,912	13.7422%
		ADMINISTRATION	\$191,009	\$3,898	\$194,907	14.8873%
		CONTINGENCY	\$68,408	\$1,395	\$69,803	5.3317%
		SUBTOTAL	\$1,283,027	\$26,181	\$1,309,208	100.0000%
	2	CIVIL SIDEWALKS	\$256,688	\$5,240	\$261,928	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$53,415	\$1,090	\$54,505	13.7422%
		ADMINISTRATION	\$57,866	\$1,181	\$59,047	14.8873%
		CONTINGENCY	\$20,725	\$422	\$21,147	5.3317%
		SUBTOTAL	\$388,694	\$7,933	\$396,627	100.0000%
	1&2	CIVIL SIDEWALKS	\$1,103,983	\$22,531	\$1,126,514	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$229,730	\$4,687	\$234,417	13.7422%
		ADMINISTRATION	\$248,875	\$5,079	\$253,954	14.8873%
		CONTINGENCY	\$89,133	\$1,817	\$90,950	5.3317%
		TOTAL YEAR 6 - 2027	\$1,671,721	\$34,114	\$1,705,835	100.0000%
YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 7 - 2028	1	CIVIL SIDEWALKS	\$889,660	\$18,156	\$907,816	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$185,131	\$3,777	\$188,908	13.7422%
		ADMINISTRATION	\$200,559	\$4,093	\$204,652	14.8873%
		CONTINGENCY	\$71,828	\$1,465	\$73,293	5.3317%
		SUBTOTAL	\$1,347,178	\$27,491	\$1,374,669	100.0000%
	2	CIVIL SIDEWALKS	\$269,522	\$5,502	\$275,024	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$56,086	\$1,145	\$57,231	13.7422%
		ADMINISTRATION	\$60,759	\$1,240	\$61,999	14.8873%

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		CONTINGENCY	\$21,761	\$443	\$22,204	5.3317%
		SUBTOTAL	\$408,128	\$8,330	\$416,458	100.0000%
	1&2	CIVIL SIDEWALKS	\$1,159,182	\$23,658	\$1,182,840	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$241,217	\$4,922	\$246,139	13.7422%
		ADMINISTRATION	\$261,318	\$5,333	\$266,651	14.8873%
		CONTINGENCY	\$93,589	\$1,908	\$95,497	5.3317%
		TOTAL YEAR 7 - 2028	\$1,755,306	\$35,821	\$1,791,127	100.0000%
YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 8 - 2029	1	CIVIL SIDEWALKS	\$934,143	\$19,064	\$953,207	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$194,388	\$3,966	\$198,354	13.7422%
		ADMINISTRATION	\$210,587	\$4,298	\$214,885	14.8873%
		CONTINGENCY	\$75,419	\$1,538	\$76,957	5.3317%
		SUBTOTAL	\$1,414,537	\$28,866	\$1,443,403	100.0000%
	2	CIVIL SIDEWALKS	\$282,998	\$5,777	\$288,775	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$58,890	\$1,202	\$60,092	13.7422%
		ADMINISTRATION	\$63,797	\$1,302	\$65,099	14.8873%
		CONTINGENCY	\$22,849	\$465	\$23,314	5.3317%
		SUBTOTAL	\$428,534	\$8,746	\$437,280	100.0000%
	1&2	CIVIL SIDEWALKS	\$1,217,141	\$24,841	\$1,241,982	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$253,278	\$5,168	\$258,446	13.7422%
		ADMINISTRATION	\$274,384	\$5,600	\$279,984	14.8873%
		CONTINGENCY	\$98,268	\$2,003	\$100,271	5.3317%
		TOTAL YEAR 8 - 2029	\$1,843,071	\$37,612	\$1,880,683	100.0000%
YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 9 - 2030	1	CIVIL SIDEWALKS	\$980,850	\$20,017	\$1,000,867	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$204,107	\$4,164	\$208,271	13.7422%
		ADMINISTRATION	\$221,116	\$4,513	\$225,629	14.8873%
		CONTINGENCY	\$79,190	\$1,615	\$80,805	5.3317%
		SUBTOTAL	\$1,485,263	\$30,309	\$1,515,572	100.0000%
	2	CIVIL SIDEWALKS	\$297,148	\$6,066	\$303,214	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$61,835	\$1,262	\$63,097	13.7422%
		ADMINISTRATION	\$66,987	\$1,367	\$68,354	14.8873%
		CONTINGENCY	\$23,991	\$488	\$24,479	5.3317%
		SUBTOTAL	\$449,961	\$9,183	\$459,144	100.0000%
	1&2	CIVIL SIDEWALKS	\$1,277,998	\$26,083	\$1,304,081	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$265,942	\$5,426	\$271,368	13.7422%
		ADMINISTRATION	\$288,103	\$5,880	\$293,983	14.8873%
		CONTINGENCY	\$103,181	\$2,103	\$105,284	5.3317%
		TOTAL YEAR 9 - 2030	\$1,935,224	\$39,492	\$1,974,716	100.0000%
YR	ZONE	PROGRAM CATEGORY	SPECIAL BENEFITS	GENERAL BENEFITS	TOTAL BENEFITS	% OF TOTAL
YR 10 - 2031	1	CIVIL SIDEWALKS	\$1,029,893	\$21,018	\$1,050,911	66.0388%

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		DISTRICT IDENTITY & PLACEMAKING	\$214,312	\$4,372	\$218,684	13.7422%
		ADMINISTRATION	\$232,172	\$4,739	\$236,911	14.8873%
		CONTINGENCY	<u>\$83,150</u>	<u>\$1,696</u>	<u>\$84,846</u>	<u>5.3317%</u>
		SUBTOTAL	\$1,559,527	\$31,825	\$1,591,352	100.0000%
	2	CIVIL SIDEWALKS	\$312,005	\$6,369	\$318,374	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$64,927	\$1,325	\$66,252	13.7422%
		ADMINISTRATION	\$70,336	\$1,435	\$71,771	14.8873%
		CONTINGENCY	<u>\$25,191</u>	<u>\$512</u>	<u>\$25,703</u>	<u>5.3317%</u>
		SUBTOTAL	\$472,459	\$9,641	\$482,100	100.0000%
	1&2	CIVIL SIDEWALKS	\$1,341,898	\$27,387	\$1,369,285	66.0388%
		DISTRICT IDENTITY & PLACEMAKING	\$279,239	\$5,697	\$284,936	13.7422%
		ADMINISTRATION	\$302,508	\$6,174	\$308,682	14.8873%
		CONTINGENCY	<u>\$108,341</u>	<u>\$2,208</u>	<u>\$110,549</u>	<u>5.3317%</u>
		TOTAL YEAR 10 - 2031	\$2,031,986	\$41,466	\$2,073,452	100.0000%

OCTCBD WORK PLAN**Overview**

The Programs and activities to be funded by the OCTCBD include civil sidewalks, district identity & placemaking, administration and contingency. The property uses within the boundaries of the OCTCBD that will receive special benefits from OCTCBD funded programs, services and improvements are currently an array of high-quality restaurants, retailers, office buildings, market rate and affordable housing units, hotels, transit centers, family association buildings, single family residential units, parks, public buildings, the Oakland Museum and the Kaiser Convention Center. Services, programs and improvements provided and funded by the OCTCBD are primarily designed to provide special benefits as described below to identified assessed parcels within the boundaries of the OCTCBD. The varying programmed service levels in each benefit zone are delineated within each work plan element description.

These special benefits are particular and distinct to each and every identified assessed parcel within the OCTCBD and are not provided to non-assessed parcels outside of the OCTCBD. These programs, services and improvements will only be provided to each individual assessed parcel within the OCTCBD boundaries and, in turn, confer proportionate "special benefits" to each assessed parcel.

The very nature of the purpose of the OCTCBD is to fund supplemental programs, services and improvements to assessed parcels within the OCTCBD boundaries above and beyond the base line services provided by the City of Oakland. The City of Oakland does not provide these supplemental programs and services. All benefits derived from the assessments to be levied on assessed parcels within the OCTCBD are for services, programs and improvements directly benefiting each individual assessed parcel within the OCTCBD. No OCTCBD funded services, activities or programs will be provided outside of the OCTCBD boundaries.

The program special benefit cost allocations of the OCTCBD assessment revenues for Year 1 (2022) are shown in the Table on page 17 of this Report. The projected program special benefit cost allocations of the OCTCBD assessment revenues for the 10-year OCTCBD term, assuming a 5% maximum annual assessment rate increase, are shown in the Table on page 18 of this Report.

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WORK PLAN DETAILS

The services to be provided by the OCTCBD (i.e. civil sidewalks, district identity & placemaking, administration and contingency) are all designed to contribute to the cohesive commercial, residential and cultural arts fabric to ensure economic success and vitality of the OCTCBD. The assessed parcels in the OCTCBD will specially benefit from the OCTCBD programs in the form of increasing commerce and improving economic success and vitality through meeting the OCTCBD Goals: to improve security, cleanliness, beautification, landscaping, livability and to attract and retain businesses and services, generate more pedestrian and visitor traffic and to increase commerce and improve the economic viability of each individual assessed parcel.

Assessed commercial parcels as well as commercial portions of mixed-use parcels are conferred proportionate special benefits from all OCTCBD funded programs, services and improvements which are intended to attract more customers, users, visitors, employees, tenants and investors. For these parcels, OCTCBD programs, services and improvements are designed to increase business volumes, sales transactions, commercial occupancies and rental income. These programs, services and improvements are designed to improve commerce, security and aesthetic appeal for patrons, visitors and employees of these parcels within the OCTCBD by reducing crime, litter and debris and professionally marketing the array of goods and services available within the OCTCBD, all considered necessary in a competitive properly managed business district.

For non-profit owned and occupied parcels and facilities within the OCTCBD, each of these parcels specially benefit, but differently than commercial type parcels, from OCTCBD funded programs and services, especially clean and safe to improve the cleanliness, security, and aesthetic appeal for their employees, students, patrons, visitors, vendors and other users of these non-profit locations and facilities; and special project programs designed to promote cultural activities and partnerships in support of district identity.

For residential parcels and residential portions of mixed-use parcels within the OCTCBD (all located on commercial zoned parcels), each of these parcels and uses specially benefit, but differently than commercial type parcels, from OCTCBD funded programs and services from the civil sidewalks, district identity & placemaking, administration and contingency programs designed to improve the cleanliness, security, marketability and livability of these parcels and residential units on them. The special benefits conferred on all residential parcels and units is proportionate to those conferred on commercial parcels within the OCTCBD. For these parcels, OCTCBD programs, services and improvements are designed to increase residential rental occupancies and rental income. These programs, services and improvements are designed to improve security and aesthetic appeal for tenants, visitors and landlords of these parcels within the OCTCBD by reducing crime, litter and debris and professionally marketing the availability of residential rental units within the OCTCBD and the nearby array of goods, services and activities, all considered necessary in a competitive properly managed contemporary mixed-use business district.

These benefits are particular and distinct to each and every identified and assessed parcel within the OCTCBD and are not provided to non-assessed parcels outside of the OCTCBD. These programs, services and improvements will only be provided to each individual assessed parcel within the OCTCBD boundaries and, in turn, confer proportionate "special benefits" to each assessed parcel.

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The following programs, services and improvements are proposed by the OCTCBD to specially benefit each and every individually assessed parcel within the OCTCBD boundaries. OCTCBD services, programs and improvements will not be provided to parcels outside the OCTCBD boundary. Assessment funds generated in each benefit zone shall only be used to provide services which specially benefit individual assessed parcels within that benefit zone.

Civil Sidewalks \$865,000 66%

Examples of this category of special benefit services and costs may include, but are not limited to:

- Funding and implementation of the Chinatown Ambassador Program:

- Increase neighborhood vibrancy through beautification and relationship building with merchants, workers and residents, including but not limited to:
- Provide safe passage to and from destinations within Chinatown by providing escorts, directions/wayfinding, and general assistance
- Address non-criminal complaints and de-escalate when possible (loud noises, illegal dumping, etc.). Otherwise, contact medical and emergency services.
- Conduct wellness checks of individuals in need, provide linkages and referrals to social services.
- Provide local workforce development opportunities
- Foster multiracial and intergenerational relationships to deepen and widen investment, care, and connection to Chinatown
- Engage, integrate, and manage volunteers who want to be trained in beautification, safety strolling, de-escalation, data collection, and relationship building with local residents and merchants.

- Regular sidewalk and gutter sweeping

- Regular sidewalk steam cleaning

- Beautification of the district

- Enhanced trash emptying (over and above city services)

- Timely graffiti removal, within 72 hours as necessary

- Maintenance of existing/ new public spaces that are not park of the City of Oakland Park responsibilities

- Installation of and maintenance of hanging plants, planting flowers throughout the district

- Personnel to manage the in-house or contracted maintenance and/or security teams.

Civil Sidewalk services will only be provided for identified and assessed parcels and their businesses and residences located within the OCTCBD boundaries.

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District Identity & Placemaking \$180,000 14%

Examples of this category of special benefit services and costs may include, but are not limited to:

- Web site development and updating
- Social media, hiring of a bilingual public relations firm
- Enhancing the current Chamber holiday and seasonal decorations
- Branding of the OCTCBD properties so a positive image is promoted to the public including the development of a new logo
- Enhancement to the current Chamber Banner programs
- Public art displays
- Public space design and improvements
- Personnel to manage the in-house or contracted public relations, web site maintenance or social media contractors

The District Identity & Placemaking component will be provided only within the OCTCBD boundaries and for the special benefit of identified and assessed parcels within the OCTCBD.

Administration \$195,000 15%

Administration is key to the proper expenditure of OCTCBD assessment funds, advocacy for economic and public investment, and administration of OCTCBD programs and activities that are intended to provide consistent and effective services for the appeal of assessed properties within the OCTCBD which may in turn, increase business volumes, occupancies and rental income for each parcel and business within the OCTCBD.

Examples of this category of special benefit services and costs may include, but is not limited to:

- Staff and administrative costs, contracted or in-house
- Directors and Officers and General Liability Insurance
- Office related expenses
- Rent
- Financial reporting and accounting
- Legal work

Administration will only be provided for identified and assessed parcels and their businesses and residences located within the OCTCBD boundaries.

Contingency \$69,837 5%

Examples of this category of special benefit services and costs include, but is not limited to:

- Delinquencies,
- City/County fees,
- Reserves

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Contingency funds will only be expended for identified and assessed parcels and their businesses and residences located within the OCTCBD boundaries.

In summary, all OCTCBD funded services, programs and improvements described above confer special benefits to identified assessed parcels inside the OCTCBD boundaries and none will be provided outside of the OCTCBD. Each assessed parcel within the OCTCBD will proportionately specially benefit from civil sidewalks, district identity & placemaking, administration and contingency. These services, programs and improvements are intended to improve commerce, employment, rents and occupancy rates of assessed parcels within the OCTCBD by deterring crime, reducing litter, installing physical improvements and professionally marketing goods, services and spaces available within the OCTCBD, all necessary in a competitive properly managed contemporary business district. All OCTCBD funded services programs and improvements are considered supplemental, above normal base level services provided by the City of Oakland and are only provided for the special benefit of each and every assessed parcel within the boundaries of the OCTCBD.

WORK PLAN BUDGET

Each identified assessed parcel within the OCTCBD will be assessed the full amount of the proportionate special benefit conferred upon it based on the level of OCTCBD funded services provided within each benefit zone. The projected OCTCBD program special benefit (assessments) allocation budget for Year 1 (2022) is shown in the following Table:

OCTCBD Year 1 (2022) Special Benefit Assessment Budget by Zone

BENEFIT ZONE	CIVIL SIDEWALKS	DISTRICT IDENTITY & PLACEMAKING	ADMINISTRATION	CONTINGENCY	TOTAL
%	66%	14%	15%	5%	100%
1	\$663,878	\$138,148	\$149,660	\$53,599	\$1,005,286
2	<u>\$201,122</u>	<u>\$41,852</u>	<u>\$45,340</u>	<u>\$16,238</u>	<u>\$304,551</u>
TOTAL	\$865,000	\$180,000	\$195,000	\$69,837	\$1,309,837

In order to carry out the OCTCBD programs outlined in the previous section, a Year 1-2022 assessment budget of \$1,309,837 is projected. Since the OCTCBD is planned for a 10-year term, projected program costs for future years (Years 2-10) are set at the inception of the OCTCBD. While future inflationary and other program cost increases are unknown at this point, a built in maximum increase of 5% per year, commensurate to special benefits conferred on each assessed parcel, is incorporated into the projected program costs and assessment rates for the 10-year OCTCBD term.

Funding carryovers, if any, may be reapportioned the following year for related programs, services and improvements in accordance with The Management District Plan. Detailed annual budgets will be prepared by the Owners’ Association Board and included in the Annual Report for the City Council’s review and approval.

It is recognized that market conditions may cause the cost of providing goods and services to fluctuate from year to year during the 10-year term of the proposed OCTCBD. Accordingly, the Owners’ Association shall have the ability to reallocate any budget line item within the budget categories, based

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on such cost fluctuations subject to the review and approval by the Owners’ Association Board. Such reallocation will be included in the Annual Report for the approval by the Pasadena City Council pursuant to the Streets and Highways Code Section 36650. Any accrued interest or delinquent payments may be expended in any budget category in accordance with The Management District Plan.

A 10-year projected OCTCBD special benefit budget is shown in the following Table:

YEAR 1-10 PROJECTED OCTCBD ASSESSMENT BUDGET SUMMARY (Special Benefits)

(Assumes 5% max rate increase per year)

YEAR	BENEFIT ZONE	CIVIL SIDEWALKS	DISTRICT IDENTITY & PLACEMAKING	ADMINISTRATION	CONTINGENCY	TOTAL
	%	66.0%	14.0%	15.0%	5.0%	100.00%
1	1	\$663,878	\$138,148	\$149,660	\$53,599	\$1,005,286
2022	2	<u>\$201,122</u>	<u>\$41,852</u>	<u>\$45,340</u>	<u>\$16,238</u>	<u>\$304,551</u>
	TOTAL	\$865,000	\$180,000	\$195,000	\$69,837	\$1,309,837
2	1	\$697,072	\$145,055	\$157,143	\$56,279	\$1,055,550
2023	2	<u>\$211,178</u>	<u>\$43,945</u>	<u>\$47,607</u>	<u>\$17,050</u>	<u>\$319,779</u>
	TOTAL	\$908,250	\$189,000	\$204,750	\$73,329	\$1,375,329
3	1	\$731,926	\$152,308	\$165,000	\$59,093	\$1,108,328
2024	2	<u>\$221,737</u>	<u>\$46,142</u>	<u>\$49,987</u>	<u>\$17,903</u>	<u>\$335,768</u>
	TOTAL	\$953,663	\$198,450	\$214,987	\$76,996	\$1,444,096
4	1	\$768,522	\$159,923	\$173,250	\$62,048	\$1,163,744
2025	2	<u>\$232,824</u>	<u>\$48,449</u>	<u>\$52,486</u>	<u>\$18,798</u>	<u>\$352,556</u>
	TOTAL	\$1,001,346	\$208,372	\$225,736	\$80,846	\$1,516,300
5	1	\$806,948	\$167,919	\$181,913	\$65,150	\$1,221,931
2026	2	<u>\$244,465</u>	<u>\$50,871</u>	<u>\$55,110</u>	<u>\$19,738</u>	<u>\$370,184</u>
	TOTAL	\$1,051,413	\$218,790	\$237,023	\$84,888	\$1,592,115
6	1	\$847,295	\$176,315	\$191,009	\$68,408	\$1,283,028
2027	2	<u>\$256,688</u>	<u>\$53,415</u>	<u>\$57,866</u>	<u>\$20,725</u>	<u>\$388,693</u>
	TOTAL	\$1,103,983	\$229,730	\$248,875	\$89,133	\$1,671,721
7	1	\$889,660	\$185,131	\$200,559	\$71,828	\$1,347,179
2028	2	<u>\$269,522</u>	<u>\$56,086</u>	<u>\$60,759</u>	<u>\$21,761</u>	<u>\$408,128</u>
	TOTAL	\$1,159,182	\$241,217	\$261,318	\$93,589	\$1,755,307
8	1	\$934,143	\$194,388	\$210,587	\$75,419	\$1,414,538
2029	2	<u>\$282,998</u>	<u>\$58,890</u>	<u>\$63,797</u>	<u>\$22,849</u>	<u>\$428,534</u>
	TOTAL	\$1,217,141	\$253,278	\$274,384	\$98,268	\$1,843,072
9	1	\$980,850	\$204,107	\$221,116	\$79,190	\$1,485,265
2030	2	<u>\$297,148</u>	<u>\$61,835</u>	<u>\$66,987</u>	<u>\$23,991</u>	<u>\$449,961</u>
	TOTAL	\$1,277,998	\$265,942	\$288,103	\$103,181	\$1,935,226

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10	1	\$1,029,893	\$214,312	\$232,172	\$83,150	\$1,559,528
2031	2	<u>\$312,005</u>	<u>\$64,927</u>	<u>\$70,336</u>	<u>\$25,191</u>	<u>\$472,459</u>
	TOTAL	\$1,341,898	\$279,239	\$302,508	\$108,341	\$2,031,987

The OCTCBD assessments may increase for each individual parcel each year during the 10-year effective operating period, but not to exceed 5% per year, commensurate to special benefits received by each assessed parcel, and must be approved by the Owners’ Association Board of Directors, included in the Annual Report and adopted by the City of Oakland City Council. Any accrued interest and delinquent payments will be expended within the budgeted categories. The Owners’ Association Board of the Directors (“Property Owners’ Association of the OCTCBD) shall determine the percentage increase, if any, to the annual assessment, not to exceed 5% per year. The Owners’ Association Executive Director shall communicate the annual increase to the City each year in which the OCTCBD operates at a time determined in the Administration Contract held between the Owners’ Association and the City of Oakland. No bonds are to be issued in conjunction with the proposed OCTCBD.

Pursuant to Section 36671 of the Streets and Highways Code, any funds remaining after the 10th year of operation will be rolled over into the renewal budget or returned to stakeholders in accordance with State Law. OCTCBD assessment funds may be used to pay for costs related to the following OCTCBD renewal term. If the OCTCBD is not renewed or terminated for any reason, unencumbered/unexpended funds will be returned to the property owners in accordance with State Law.

Finding 3. From Section 4(a): “(Determine) the proportionate special benefit derived by each parcel in relationship to the entirety of the.....cost of public improvement(s) or the maintenance and operation expenses.....or the cost of the property related service being provided.

Each identified assessed parcel within the OCTCBD will be assessed based on property characteristics unique only to that parcel. Based on the specific needs and corresponding nature of the program activities to be funded by the proposed OCTCBD (i.e. civil sidewalks, district identity & placemaking, administration and contingency), it is the opinion of this Assessment Engineer that the assessment factors on which to base assessment rates relate directly to the proportionate amount of building area, land area and street frontage of each parcel within two benefit zones, except as noted herein.

The calculated assessment rates are applied to the actual measured parameters of each parcel and thereby are proportional to each and every other identified assessed parcel within the OCTCBD as a whole and the Benefit Zone in which it is located. Larger parcels and those with larger buildings and/or street frontages and/or ones located in Zone 1 are projected to impact the demand for services and programs to a greater extent than smaller parcels or smaller buildings and/or street frontages and/or located in Zone 2 and thus, are assigned a greater proportionate degree of assessment program and service costs. The proportionality is further achieved by setting targeted formula component weights for the respective parcel by parcel identified property attributes.

The proportionate special benefit cost for each parcel has been calculated based on proportionate formula components and is listed as an attachment to the Management District Plan and this Report. The individual percentages (i.e. proportionate relationship to the total special benefit related program and activity costs) is computed by dividing the individual parcel assessment by the total special benefit program related costs.

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Finding 4. From Section 4(a): “No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

Not only are the proposed program costs reasonable due to the benefit of group purchasing and contracting which would be possible through the proposed OCTCBD, they are also considerably less than other options considered by the OCTCBD Formation Advisory Committee. The actual assessment rates for each parcel within the OCTCBD directly relate to the level of service and, in turn, special benefit to be conferred on each parcel based on the respective building area, land area and street frontage of each parcel within two benefit zones, except as noted herein.

Finding 5. From Section 4(a): “Parcels.....that are owned or used by any (public) agency shall not be exempt from assessment.....”

The State Constitution - Article 13D (Proposition 218) states that “parcels within a District that are owned or used by any agency, the State of California or the United States shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that those publicly-owned parcels in fact receive no special benefit.”

For publicly owned and occupied parcels and facilities within the OCTCBD, it is the opinion of this Assessment Engineer that each of these parcels specially benefit, but differently than commercial type parcels, from OCTCBD funded programs and services from cleaner and safer facilities for their employees, students, visitors, vendors and other users of these non-profit locations and facilities. It is the opinion of this Assessment Engineer that publicly owned and occupied parcels will not specially benefit from District Identity and Placemaking programs and improvements as well as a portion of Administration and Contingency. Thus, publicly owned and occupied parcels will not be assessed for building area, only land area and street frontage. Publicly owned parcels with commercial uses on them will be fully assessed in the same manner as commercial parcels, including building area.

In the opinion of this Assessment Engineer, there is no clear and convincing evidence that publicly owned parcels will not proportionately specially benefit from OCTCBD services, programs and improvements as delineated above; therefore, all publicly owned parcel will be assessed at their respective rates and methodology as delineated in this Report. A list of the 37 publicly owned parcels within the proposed OCTCBD and their respective assessments is shown in the Table below:

Publicly Owned Parcels

APN	Legal Owner	Benefit Zone	Site Address	Annual Assessment	Percent
002-0075-002-01	COUNTY OF ALAMEDA	1	235 12TH ST	\$8,357.45	0.638%
002-0075-002-02	COUNTY OF ALAMEDA	1	1111 JACKSON ST	\$5,647.20	0.431%
002-0081-001-00	COUNTY OF ALAMEDA	1	165 13TH ST	\$14,035.55	1.071%
002-0087-001-00	COUNTY OF ALAMEDA	1	1221 OAK ST	\$14,104.25	1.076%
002-0087-002-00	COUNTY OF ALAMEDA	1	149 12TH ST	\$1,500.00	0.114%
002-0087-004-00	COUNTY OF ALAMEDA	1	125 12TH ST	\$4,300.00	0.328%

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002-0087-008-00	COUNTY OF ALAMEDA	1	130 11TH ST	\$1,012.50	0.077%
002-0087-009-00	COUNTY OF ALAMEDA	1	140 11TH ST	\$2,500.00	0.191%
002-0091-002-00	COUNTY OF ALAMEDA	1	1225 FALLON ST	\$13,765.25	1.050%
002-0631-008-00	COUNTY OF ALAMEDA	1	1401 LAKESIDE DRIVE	\$3,523.10	0.269%
			Total	\$68,745.30	5.244%
001-0177-001-00	CITY OF OAKLAND	2	163 9TH ST	\$7,809.04	0.596%
001-0179-001-01	CITY OF OAKLAND	2	822 ALICE ST	\$1,069.92	0.082%
001-0179-001-02	CITY OF OAKLAND	2	ALICE ST	\$329.92	0.025%
001-0183-001-00	CITY OF OAKLAND	1	640 HARRISON ST	\$13,528.80	1.032%
002-0060-004-00	CITY OF OAKLAND	1	FRANKLIN ST	\$0.00	0.000%
002-0060-005-00	CITY OF OAKLAND	1	FRANKLIN ST	\$0.00	0.000%
002-0060-006-00	CITY OF OAKLAND	1	FRANKLIN ST	\$0.00	0.000%
002-0071-001-00	CITY OF OAKLAND	1	250 10TH ST	\$14,053.85	1.072%
002-0089-001-00	CITY OF OAKLAND	1	125 14TH ST	\$12,465.50	0.951%
002-0091-001-00	CITY OF OAKLAND	1	OAK ST	\$6,829.65	0.521%
002-0093-006-01	CITY OF OAKLAND	1	52 9TH ST	\$1,428.60	0.11%
002-0100-002-00	CITY OF OAKLAND	1	1220 HARRISON ST	\$0.00	0.000%
002-0100-003-00	CITY OF OAKLAND	1	1220 HARRISON ST	\$0.00	0.000%
002-0100-005-00	CITY OF OAKLAND	1	1220 HARRISON ST	\$0.00	0.000%
002-0100-011-00	CITY OF OAKLAND	1	1220 HARRISON ST	\$4,041.10	0.308%
018-0450-004-00	CITY OF OAKLAND	2	1000 OAK ST	\$43,225.00	3.30%
			Total	\$104,781.38	7.997%
001-0167-003-00	BART REAL ESTATE DEPT	2	7TH ST	\$2,834.80	0.216%
001-0169-001-00	BART REAL ESTATE DEPT	2	9TH ST	\$7,809.04	0.596%
001-0171-001-00	BART REAL ESTATE DEPT	2	MADISON ST	\$7,809.04	0.596%
001-0171-002-00	BART REAL ESTATE DEPT	2	8TH ST	\$13,134.04	1.002%
			Total	\$31,586.92	2.409%

APN	Legal Owner	Benefit Zone	Site Address	Annual Assessment	Percent
002-0071-002-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	10TH ST	\$2,000.00	0.153%
002-0071-003-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	10TH ST	\$1,499.85	0.115%
002-0071-010-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	9TH ST	\$498.95	0.038%
002-0071-011-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	9TH ST	\$498.95	0.038%
002-0071-012-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	HARRISON ST	\$2,396.10	0.183%
002-0073-001-00	OAKLAND UNIFIED SCHOOL DISTRICT	1	10TH ST	\$14,093.90	1.076%
			Total	\$20,987.75	1.602%
002-0059-003-01	EAST BAY MUNICIPAL UTILITY DISTRICT	1	11TH ST	\$10,033.70	0.766%
			Total	\$10,033.70	0.766%

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Finding 6. From Section 4(b): “All assessments must be supported by a detailed engineer’s report prepared by a registered professional engineer certified by the State of California”.

This report serves as the “detailed engineer’s report” to support the benefit property assessments proposed to be levied within the proposed OCTCBD.

Finding 7. From Section 4(c): “The amount of the proposed assessment for each parcel shall be calculated (along with) the total amount thereof chargeable to the entire district, the duration of such payments, the reason for such assessment and the basis upon which the amount of the proposed assessment was calculated.”

The individual and total parcel assessments attributable to special property benefits are shown in Appendix 1 to the Management District Plan and this Report. The proposed OCTCBD and resultant assessment levies will continue for 10-year and may be renewed again at that time. The reasons for the proposed assessments are outlined in Finding 2 above as well as in the Management District Plan. The calculation basis of the proposed assessment is attributed to building area, land area and street frontage of each OCTCBD assessed parcel within two benefit zones, except as noted herein.

Assessment Formula Methodology

Step 1. Select “Basic Benefit Unit(s)”

Background - Assessment Formula Development

The method used to determine special benefits derived by each identified assessed property within a CBD begins with the selection of a suitable and tangible basic benefit unit. For property related services, such as those proposed in the OCTCBD, the benefit unit may be measured in linear feet of street frontage or parcel size in square feet or building size in square feet or any combination of these factors. Factor quantities for each parcel are then measured or otherwise ascertained. From these figures, the amount of benefit units to be assigned to each property can be calculated. Special circumstances such as unique geography, land uses, development constraints etc. are carefully reviewed relative to specific programs and improvements to be funded by a CBD in order to determine any levels of different benefit that may apply on a parcel-by-parcel or categorical basis.

Based on the factors described above such as geography and nature of programs and activities proposed, an assessment formula is developed which is derived from a singular or composite basic benefit unit factor or factors. Within the assessment formula, different factors may be assigned different “weights” or percentage of values based on their relationship to programs/services to be funded.

Next, all program and activity costs, including incidental costs, administration and ancillary program costs, are estimated. It is noted, as stipulated in Article XIID Section 4(b) of the California Constitution, and now required of all property-based assessment districts, indirect or general benefit related costs may not be incorporated into the assessment formula and levied on the district properties; only direct or “special” benefits related costs may be used. Indirect or general benefits, if any, must be identified and, if quantifiable, calculated and factored out of the assessment cost basis to produce a “net” cost figure. In addition, Article XIID Section 4(b) of the California Constitution also no longer automatically exempts

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publicly owned property from being assessed unless the respective public agency can provide clear and convincing evidence that their property does not specially benefit from the programs and services to be funded by the proposed special assessments. If special benefit is determined to be conferred upon such properties, they must be assessed in proportion to special benefits conferred in a manner similar to privately owned property assessments. (See page 20-21 of this Report for discussion regarding publicly owned parcels within the OCTCBD).

From the estimated net program costs, the value of a basic benefit unit or “basic net unit cost” can be computed by dividing the total amount of estimated net program costs by the total number of benefit units. The amount of assessment for each parcel can be computed at this time by multiplying the Net Unit Cost times the number of Basic Benefit Units per parcel. This is known as “spreading the assessment” or the “assessment spread” in that all costs are allocated proportionally or “spread” amongst all benefitting properties within the CBD.

The method and basis of spreading program costs varies from one CBD to another based on local geographic conditions, types of programs and activities proposed, and size and development complexity of the district. CBDs may require secondary benefit zones to be identified to allow for a tiered assessment formula for variable or “stepped-down” benefits derived.

OCTCBD Assessment Formula

Based on the specific needs and corresponding nature of the program activities to be funded by the proposed OCTCBD (i.e. civil sidewalks, district identity & placemaking, administration and contingency) it is the opinion of this Assessment Engineer that the assessment factors on which to base assessment rates relate directly to the proportionate amount of building area, land area and street frontage of each parcel within two benefit zones, except as noted herein.

The “Basic Benefit Units” will be expressed as a combined function of gross building square footage (Benefit Unit “A”), land square footage (Benefit Unit “B”), street frontage (Benefit Unit “C”), in the case of residential condo parcels, building square footage (Benefit Unit “D”) and in the case of single family residential parcels (SFR), street frontage (Benefit Unit “E”). Based on the shape of the proposed OCTCBD, as well as the nature of the work program, it is determined that all identified properties will gain a direct and proportionate degree of special benefit based on the respective amount of building area, land area and street frontage within two benefit zones, except as noted herein.

In the opinion of this Assessment Engineer, the targeted weight of Zone 1 revenue to match the projected costs of Zone 1 services, should generate approximately 75% of the total OCTCBD revenue (76.7489 % when adjusted for precise parcel measurements and program costs and service levels).

In the opinion of this Assessment Engineer, the targeted weight of Zone B revenue to match the projected costs of Zone B services, should generate approximately 25% of the total OCTCBD revenue (23.2511 % when adjusted for precise parcel measurements and program costs and service levels).

Parcel building area, land area and street frontage quantities are a common method of fairly and equitably spreading special benefit costs to the beneficiaries of CBD funded services, programs and improvements. These factors directly relate to the degree of special benefit each assessed parcel will receive from OCTCBD funded activities within each benefit zone.

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Building area (Benefit Unit A & D) is a direct measure of the static utilization of each parcel and its corresponding impact or draw on OCTCBD funded activities. The combined targeted weight of Units A & D is 55%. Unit A will actually generate 45.96946 % of the overall assessment revenue. Unit D will actually generate 7.6626% of the overall assessment revenue

Land area (Benefit Unit B) is a direct measure of the current and future development capacity of each parcel and its corresponding impact or draw on OCTCBD funded activities. The targeted weight of Unit B is 30%. Unit B will actually generate 30.07338% of the overall assessment revenue.

Street frontage (Benefit Unit C & E) is a direct measure of each parcel’s corresponding impact or draw on OCTCBD funded activities. The combined targeted weight of Units C & E is 15%. Unit C will actually generate 15.74% of the overall assessment revenue. Unit E will actually generate 0.55465% of the overall assessment revenue.

Special Assessment Circumstances

1. Internal Structured Parking Building Area

It is the opinion of this Assessment Engineer that building area for private parking within a building shall not be assessed. Public parking, whether internal or external, will be assessed for the building area of such parking as well as the underlying parcel land area and street frontage.

2. Residential Condominiums

There are 584 residential condominium units within the OCTCBD. It is the opinion of this Assessment Engineer that these residential condominium parcels will proportionately specially benefit from OCTCBD funded programs and activities, but differently than commercial parcels and other residential parcels with multiple units on them. As such, based on the development configuration of such units which are generally multi floor buildings with no direct land or street frontage, the assessments for residential condominiums shall be assessed based solely on the internal building area of each residential condominium unit.

3. Single Family Residential Parcels

There are 45 parcels with single family residential (SFR) uses on them within the OCTCBD. It is the opinion of this Assessment Engineer that these SFR parcels will proportionately specially benefit from OCTCBD funded programs and activities, but differently than commercial parcels and other residential parcels with multiple units on them. It is the opinion of this Assessment Engineer that SFR parcels shall be assessed only on street frontage and not building nor land area.

4. Multi-Unit Residential

In the opinion of this Engineer, parcels with multi-unit residential uses within the proposed OCTCBD, will proportionately specially benefit from OCTCBD funded programs, services and improvements similar to commercial parcels and uses. In the opinion of this Engineer, the level of benefit for the proposed OCTCBD funded programs, services and improvements for multi-unit residential use parcels is the same as the respective zone rates of commercial parcels and uses.

5. Non-Profit and Publicly Owned Parcels

In the opinion of this Engineer, non-profit owned parcels, including publicly owned ones, within the proposed OCTCBD, will proportionately specially benefit from OCTCBD funded programs, services

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and improvements but different than commercial parcels. The reason for this finding is rooted in the fact that commercial parcels and buildings provide the double benefit of directly generating income for the parcel in the form of market driven rents and, in turn, generate income to business owners as a function of retail sales areas, food and other service business space and office space to house revenue generating employees. This double benefit does not hold true for non-profit and publicly owned parcels and facilities. In the opinion of this Engineer, the assessment for non-profit and publicly owned parcels and facilities shall be based on land area and street frontage with no assessment levied on building area. Assessments shall be set at the same respective zone rates as commercial parcels and uses.

6. Affordable Multi-Unit Residential Parcels

Legally mandated affordable apartments, whether privately or owned by non-profit entities, will pay 50% of the building square footage costs or \$0.10 per building square foot regardless of the benefit zone location. Those buildings though will be assessed for street frontage and land area but will be assessed \$0.10 per building square foot on the affordable housing apartments. Any commercial properties (unless mandated to be affordable), that are included in the development site, will pay the full building assessment costs based upon their benefit zone. It will be up to the property owners to identify all legally assigned affordable housing building square footage to the district management corporation once the OCTCBD has been established.

5. Commercial and Mixed-Use Condominiums

Ground floor commercial condominiums within the OCTCBD shall be assessed based on actual land area covered, condominium building area and direct street frontage for each unit. Because such uses are typically developed as part of a multi-floor mixed-use complex, special methodologies are needed to address the levy of assessments on such land uses as follows:

Multi-Floor Commercial Only Condominiums (Upper Floors)

- Building area assessed at respective building area rate

Multi-Floor Mixed-Use Condominiums

- Commercial condo (See # 5 above)
- Residential condo (See # 2 above)

Changes to Building and/or Parcel Size

Any changes in building or parcel size as a result of new construction, demolitions, land adjustments including but not limited to lot splits, consolidations, subdivisions, street dedications, right of way setbacks shall have their assessment adjusted upon final City approval of such building and/or parcel adjustments.

Other Future Development

Other than future maximum rates and the assessment methodology delineated in this Report, per State Law (Government Code Section 53750), future assessments may increase for any given parcel if such an increase is attributable to events other than an increased rate or revised methodology, such as a change in the density, intensity, or nature of the use of land. Any change in assessment formula methodology or rates other than as stipulated in this Plan would require a new Proposition 218 ballot procedure in order to approve any such changes.

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Step 2. Quantify Total Basic Benefit Units

Considering all identified specially benefiting parcels within the OCTCBD and their respective assessable benefit units, the cumulative quantities by factor and zone are shown in the following Table:

Year 1 – 2022 - Assessable Benefit Units

BENEFIT ZONE	BLDG AREA (SQ FT)	LAND AREA (SQ FT)	STREET FRONTAGE (LN FT)	RESID CONDO BLDG AREA (SQ FT)	SFR STREET FRONTAGE (LN FT)	# OF ASSESSABLE PARCELS
1	2,262,009	2,004,350	31,163	478,958	125	1021
2	<u>998,154</u>	<u>1,165,746</u>	<u>16,784</u>	<u>22,881</u>	<u>1,328</u>	<u>256</u>
TOTAL	3,260,163	3,170,096	47,947	501,839	1,453	1,277

Considering all identified specially benefiting parcels within the OCTCBD and their respective assessable benefit units, the cumulative assessment revenue by factor and zone are shown in the following Table:

Year 1 – 2022 - Assessment Revenue

BENEFIT ZONE	BLDG AREA ASSMT REVENUE	LAND AREA ASSMT REVENUE	STREET FRONTAGE REVENUE	RESID CONDO BLDG AREA REVENUE	SFR STREET FRONTAGE REVENUE	TOTAL REVENUE	%
1	\$452,401.80	\$300,652.50	\$155,815.00	\$95,791.60	\$625.00	\$1,005,285.90	76.7489%
2	<u>\$149,723.10</u>	<u>\$93,259.68</u>	<u>\$50,352.00</u>	<u>\$4,576.20</u>	<u>\$6,640.00</u>	<u>\$304,550.98</u>	<u>23.2511%</u>
TOTAL	\$602,124.90	\$393,912.18	\$206,167.00	\$100,367.80	\$7,265.00	\$1,309,836.88	100.00%
1	34.538789%	22.953431%	11.895756%	7.313247%	0.047716%	76.7489%	
2	<u>11.430668%</u>	<u>7.119946%</u>	<u>3.844143%</u>	<u>0.349372%</u>	<u>0.506933%</u>	<u>23.2511%</u>	
TOTAL	45.969457%	30.073377%	15.739899%	7.662619%	0.554649%	100.0000%	

Step 3. Calculate Benefit Units for Each Property.

The number of Benefit Units for each identified benefiting parcel within the proposed OCTCBD was computed from data extracted from County Assessor records and maps. These data sources delineate current land uses, property areas and dimensions of record for each tax parcel. While it is understood that this data does not represent legal field survey measurements or detailed title search of recorded land subdivision maps or building records, it does provide an acceptable basis for the purpose of calculating property-based assessments. All respective property data being used for assessment computations will be provided to each property owner in the OCTCBD for their review. If a property owner believes there is an error on a parcel’s assessed footages, the OCTCBD may confirm the data with the Alameda County Assessor’s office. If OCTCBD data matches Assessor’s data, the property owner may opt to work with the Assessor’s office to correct the data so that the OCTCBD assessment may be corrected.

Step 4. Determine Assessment Formula

In the opinion of this Engineer, the assessment formula for the proposed OCTCBD is as follows:

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Assessment = Building Area (Unit A) Sq Ft x Unit A Rate, plus
 Land Area (Unit B) Sq Ft x Unit B Rate, plus
 Street Frontage (Unit C) Lin Ft x Unit C Rate
 or
 = Residential Condo Building Area (Unit D) Sq Ft x Unit D Rate
 or
 = SFR Unit Street Frontage (Unit E) Lin Ft x Unit E Rate

Assessment Formula Unit Rates

Based on figures from the Assessable Benefit Units Table above, the assessment rates for each factor and zone are shown as calculated in the Table below:

YEAR 1 –2022 Assessment Rates

BENEFIT ZONE	BLDG AREA ASSMT RATE (\$/SQ FT)	LAND AREA ASSMT RATE (\$/SQ FT)	STREET FRONTAGE ASSMT RATE (\$/LN FT)	RESID CONDO BLDG AREA ASSMT RATE (\$/SQ FT)	SFR STREET FRONTAGE ASSMT RATE (\$/LN FT)
1	\$0.200000	\$0.150000	\$5.000000	\$0.200000	\$5.000000
2	\$0.150000	\$0.080000	\$3.000000	\$0.200000	\$5.000000

The complete Year 1 – 2022 assessment roll of all parcels to be assessed by the OCTCBD is included in this Plan as Appendix I.

Step 5. Estimate Total OCTCBD Costs

The total projected 10- year OCTCBD special benefit costs for 2022 – 2031 of the are shown in the Table on page 18 of this Report assuming a maximum 5% increase per year.

Step 6. Separate General Benefits from Special Benefits and Related Costs (Article XIIID Section 4(b) of the California Constitution – Proposition 218)

Total Year 1 special and districtwide general benefit related costs are estimated at \$1,336,568. Districtwide general benefits are factored at 2% of the total benefit value (see Finding 2 of this Report) with special benefits set at 98%. Article XIIID Section 4(b) of the California Constitution limits the levy of property assessments to costs attributed to special benefits only. The 2% general benefit value is computed to be \$26,731 with a resultant 98% special benefit limit computed at \$1,309,837. Based on current property data and land uses, this is the maximum amount of Year 1 (2022) revenue that can be derived from property assessments from the subject District.

All program costs associated with districtwide and site/activity specific general benefits will be derived

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from sources other than OCTCBD assessments.

Step 7. Calculate “Basic Unit Cost”

With a YR 1 - 2021 assessment revenue portion of the budget set at \$1,309,837 (special benefit only), the Basic Unit Costs (rates) are shown earlier in Step 4. Since the OCTCBD is proposed to be renewed for a 10-year term, maximum assessments for future years (2023-2031) must be set at the inception of the proposed OCTCBD. An annual inflationary assessment rate increase of up to 5%, commensurate to special benefits received by each assessed parcel, may be imposed for future year assessments, on approval by the OCTCBD Property Owner’s Association. The maximum assessment rates for the 10-year proposed OCTCBD term of 2022-2031 are shown in the Table below. The assessment rates listed constitute the maximum assessment rates that may be imposed for each year of the proposed OCTCBD term (2022-2031).

**OCTCBD – 10-year Maximum Assessment Rates
(Includes a 5%/Yr. Max Increase)**

BENEFIT ZONE	BLDG AREA ASSMT RATE (\$/SQ FT)	LAND AREA ASSMT RATE (\$/SQ FT)	STREET FRONTAGE ASSMT RATE (\$/LN FT)	RESID CONDO BLDG AREA ASSMT RATE (\$/SQ FT)	SFR STREET FRONTAGE ASSMT RATE (\$/LN FT)
<u>YEAR 1</u>					
1	\$0.200000	\$0.150000	\$5.000000	\$0.200000	\$5.000000
2	\$0.150000	\$0.080000	\$3.000000	\$0.200000	\$5.000000
<u>YEAR 2</u>					
1	\$0.210000	\$0.157500	\$5.250000	\$0.210000	\$5.250000
2	\$0.157500	\$0.084000	\$3.150000	\$0.210000	\$5.250000
<u>YEAR 3</u>					
1	\$0.220500	\$0.165375	\$5.512500	\$0.220500	\$5.512500
2	\$0.165375	\$0.088200	\$3.307500	\$0.220500	\$5.512500
<u>YEAR 4</u>					
1	\$0.231525	\$0.173644	\$5.788125	\$0.231525	\$5.788125
2	\$0.173644	\$0.092610	\$3.472875	\$0.231525	\$5.788125
<u>YEAR 5</u>					
1	\$0.243101	\$0.182326	\$6.077531	\$0.243101	\$6.077531
2	\$0.182326	\$0.097241	\$3.646519	\$0.243101	\$6.077531
<u>YEAR 6</u>					
1	\$0.255256	\$0.191442	\$6.381408	\$0.255256	\$6.381408
2	\$0.191442	\$0.102103	\$3.828845	\$0.255256	\$6.381408
<u>YEAR 7</u>					
1	\$0.268019	\$0.201014	\$6.700478	\$0.268019	\$6.700478
2	\$0.201014	\$0.107208	\$4.020287	\$0.268019	\$6.700478

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<u>YEAR 8</u>					
1	\$0.281420	\$0.211065	\$7.035502	\$0.281420	\$7.035502
2	\$0.211065	\$0.112568	\$4.221301	\$0.281420	\$7.035502
<u>YEAR 9</u>					
1	\$0.295491	\$0.221618	\$7.387277	\$0.295491	\$7.387277
2	\$0.221618	\$0.118196	\$4.432366	\$0.295491	\$7.387277
<u>YEAR 10</u>					
1	\$0.310266	\$0.232699	\$7.756641	\$0.310266	\$7.756641
2	\$0.232699	\$0.124106	\$4.653984	\$0.310266	\$7.756641

Step 8. Spread the Assessments

The resultant assessment spread calculation results for each parcel within the OCTCBD are shown in the Management District and this Report and were determined by applying the OCTCBD assessment formula to each identified benefiting property.

Miscellaneous OCTCBD Provisions**Time and Manner of Collecting Assessments:**

Assessments shall be collected at the same time and in the same manner as ad valorem taxes paid to the County of Alameda (Operation Years 2022-2031). The OCTCBD assessments shall appear as a separate line item on the property tax bills issued by the Alameda County Assessor. The City of Oakland is authorized to collect any assessments not placed on the County tax rolls, or to place assessments, unpaid delinquent assessments, or penalties on the County tax rolls as appropriate to implement the Management District Plan.

Bonds:

No bonds are to be issued in conjunction with this proposed OCTCBD.

Duration

As allowed by the Ordinance, the OCTCBD will have a ten (10) year operational term from January 1, 2022 to December 31, 2031. The proposed OCTCBD operation is expected to begin services on January 1, 2022. If the OCTCBD is not renewed again at the end of the proposed 10-year renewal term, services will end on December 31, 2031.

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APPENDIX 1

OCTCBD YR 1 – 2022 ASSESSMENT ROLL

APN	Year 1 Assessment
001 -0167-001-00	\$450.00
001 -0167-002-00	\$463.70
001 -0167-003-00	\$2,834.80
001 -0167-004-00	\$432.80
001 -0167-005-00	\$1,377.85
001 -0167-006-00	\$125.00
001 -0167-007-00	\$125.00
001 -0167-008-00	\$580.25
001 -0167-009-00	\$2,991.40
001 -0167-010-00	\$1,866.10
001 -0167-011-00	\$695.90
001 -0167-012-00	\$215.00
001 -0169-001-00	\$7,809.04
001 -0169-002-00	\$1,329.10
001 -0169-003-00	\$2,050.00
001 -0169-004-00	\$747.50
001 -0169-005-00	\$1,112.45
001 -0169-006-00	\$125.00
001 -0169-007-00	\$125.00
001 -0169-008-00	\$1,521.70
001 -0169-009-00	\$125.00
001 -0169-010-00	\$125.00
001 -0169-011-00	\$125.00
001 -0169-012-00	\$1,073.15
001 -0169-013-00	\$606.20
001 -0169-014-00	\$125.00
001 -0169-015-00	\$657.80
001 -0169-016-00	\$657.80
001 -0169-017-00	\$575.00
001 -0169-018-00	\$690.50
001 -0169-019-00	\$145.00
001 -0169-020-00	\$768.00
001 -0169-021-00	\$822.30
001 -0171-001-00	\$7,809.04
001 -0171-002-00	\$13,134.04
001 -0173-001-00	\$625.00
001 -0173-002-00	\$125.00
001 -0173-003-00	\$125.00
001 -0173-004-00	\$125.00
001 -0173-005-00	\$125.00
001 -0173-006-00	\$1,122.05
001 -0173-007-00	\$904.45
001 -0173-008-00	\$586.40
001 -0173-009-00	\$6,086.10
001 -0173-010-00	\$550.00
001 -0173-012-01	\$2,810.00
001 -0173-013-00	\$125.00
001 -0173-014-00	\$125.00
001 -0173-015-00	\$125.00
001 -0175-001-00	\$525.00
001 -0175-002-00	\$150.00

001 -0175-003-00	\$492.60
001 -0175-004-00	\$792.65
001 -0175-005-00	\$125.00
001 -0175-006-00	\$594.05
001 -0175-007-00	\$1,274.50
001 -0175-011-00	\$1,029.90
001 -0175-012-00	\$624.90
001 -0175-013-00	\$944.00
001 -0175-014-00	\$125.00
001 -0175-016-00	\$546.05
001 -0175-017-00	\$125.00
001 -0175-018-00	\$655.70
001 -0175-019-00	\$543.65
001 -0175-020-00	\$1,575.50
001 -0175-021-00	\$620.00
001 -0175-023-00	\$246.00
001 -0175-024-00	\$166.80
001 -0175-025-00	\$123.20
001 -0175-026-00	\$123.20
001 -0175-027-00	\$181.00
001 -0175-028-00	\$181.00
001 -0175-029-00	\$123.20
001 -0175-030-00	\$123.20
001 -0175-031-00	\$181.00
001 -0175-032-00	\$166.80
001 -0175-033-00	\$123.20
001 -0175-034-00	\$123.20
001 -0175-035-00	\$181.00
001 -0175-036-00	\$181.00
001 -0175-037-00	\$123.20
001 -0175-038-00	\$123.20
001 -0175-039-00	\$181.00
001 -0175-040-00	\$240.00
001 -0175-041-00	\$211.20
001 -0175-042-00	\$181.00
001 -0175-043-00	\$181.00
001 -0175-044-00	\$123.20
001 -0175-045-00	\$123.20
001 -0175-046-00	\$181.00
001 -0175-049-00	\$123.60
001 -0175-050-00	\$278.00
001 -0175-051-00	\$282.80
001 -0177-001-00	\$7,809.04
001 -0177-002-00	\$932.60
001 -0177-003-00	\$860.50
001 -0177-004-00	\$125.00
001 -0177-005-00	\$532.85
001 -0177-006-00	\$125.00
001 -0177-007-00	\$633.05
001 -0177-008-00	\$739.55
001 -0177-009-00	\$1,381.70
001 -0177-010-00	\$542.45
001 -0177-011-00	\$848.90

001 -0177-012-00	\$643.25
001 -0177-013-00	\$225.00
001 -0177-014-01	\$1,525.23
001 -0177-014-02	\$939.22
001 -0177-015-00	\$125.00
001 -0177-016-00	\$125.00
001 -0177-017-00	\$125.00
001 -0177-018-00	\$125.00
001 -0177-019-00	\$125.00
001 -0177-020-00	\$1,297.50
001 -0177-021-00	\$1,295.40
001 -0179-001-01	\$1,069.92
001 -0179-001-02	\$329.92
001 -0179-002-00	\$275.00
001 -0179-003-00	\$275.00
001 -0179-004-00	\$1,895.00
001 -0179-005-00	\$2,187.05
001 -0179-006-00	\$1,395.00
001 -0179-007-00	\$465.70
001 -0179-008-00	\$275.00
001 -0179-009-00	\$275.00
001 -0179-010-00	\$275.00
001 -0179-011-00	\$155.00
001 -0179-012-00	\$1,274.48
001 -0179-013-00	\$1,484.00
001 -0179-014-00	\$927.15
001 -0179-015-00	\$550.00
001 -0179-016-00	\$643.40
001 -0179-017-00	\$2,698.20
001 -0179-018-00	\$2,194.95
001 -0179-019-00	\$2,088.90
001 -0179-020-00	\$556.70
001 -0179-021-00	\$125.00
001 -0179-022-00	\$125.00
001 -0179-023-00	\$500.00
001 -0179-024-00	\$125.00
001 -0179-025-00	\$614.70
001 -0179-026-00	\$125.00
001 -0179-027-00	\$125.00
001 -0181-001-00	\$790.00
001 -0181-002-00	\$125.00
001 -0181-003-00	\$509.50
001 -0181-004-00	\$368.25
001 -0181-005-00	\$125.00
001 -0181-006-00	\$724.55
001 -0181-007-00	\$1,255.00
001 -0181-008-00	\$548.45
001 -0181-009-00	\$937.88
001 -0181-010-00	\$681.76
001 -0181-011-00	\$424.00
001 -0181-012-00	\$2,584.55
001 -0181-013-00	\$600.65
001 -0181-014-00	\$650.00

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001 -0181-015-00	\$582.65
001 -0181-016-00	\$599.60
001 -0181-018-00	\$665.65
001 -0181-019-00	\$505.20
001 -0181-021-00	\$690.50
001 -0181-022-00	\$375.00
001 -0183-001-00	\$13,528.80
001 -0185-001-00	\$2,687.50
001 -0185-004-00	\$1,139.00
001 -0185-010-00	\$1,659.05
001 -0185-011-00	\$3,588.35
001 -0185-012-02	\$2,343.75
001 -0185-013-00	\$2,652.25
001 -0185-014-00	\$2,243.60
001 -0185-015-00	\$2,000.00
001 -0185-016-00	\$1,665.20
001 -0185-017-00	\$1,500.00
001 -0185-018-00	\$4,857.50
001 -0185-019-00	\$2,203.90
001 -0185-020-00	\$2,256.00
001 -0185-021-00	\$1,460.60
001 -0185-022-00	\$1,016.80
001 -0185-023-00	\$1,005.20
001 -0185-024-00	\$1,802.40
001 -0185-025-00	\$500.00
001 -0185-026-00	\$2,000.00
001 -0185-027-00	\$5,100.00
001 -0185-029-00	\$65.00
001 -0185-030-00	\$266.80
001 -0185-031-00	\$266.80
001 -0185-032-00	\$266.80
001 -0185-033-00	\$266.80
001 -0187-002-01	\$2,352.05
001 -0187-004-00	\$1,149.60
001 -0187-005-02	\$1,314.65
001 -0187-006-01	\$14,834.00
001 -0187-009-00	\$8,419.30
001 -0187-010-00	\$6,596.65
001 -0187-011-00	\$1,455.00
001 -0187-012-00	\$2,780.00
001 -0187-013-01	\$1,697.50
001 -0187-016-00	\$1,888.20
001 -0187-017-00	\$941.50
001 -0187-018-00	\$4,706.00
001 -0187-019-00	\$2,191.00
001 -0187-020-00	\$1,940.00
001 -0187-021-00	\$500.00
001 -0187-022-00	\$500.00
001 -0187-024-01	\$2,901.50

001 -0187-025-00	\$1,434.85
001 -0187-027-00	\$778.50
001 -0187-028-00	\$676.30
001 -0187-029-00	\$653.20
001 -0187-030-00	\$645.50
001 -0187-031-00	\$410.30
001 -0187-032-00	\$139.60
001 -0187-033-00	\$97.80
001 -0187-034-00	\$129.00
001 -0187-035-00	\$142.00
001 -0187-036-00	\$196.20
001 -0187-037-00	\$152.20
001 -0187-038-00	\$147.00
001 -0187-039-00	\$264.00
001 -0187-040-00	\$136.20
001 -0187-041-00	\$132.60
001 -0187-042-00	\$132.60
001 -0187-043-00	\$166.60
001 -0187-044-00	\$118.60
001 -0187-045-00	\$127.20
001 -0187-046-00	\$127.20
001 -0187-047-00	\$165.80
001 -0187-048-00	\$136.20
001 -0187-049-00	\$132.60
001 -0187-050-00	\$132.60
001 -0187-051-00	\$166.60
001 -0187-052-00	\$118.60
001 -0187-053-00	\$127.20
001 -0187-054-00	\$127.20
001 -0187-055-00	\$165.80
001 -0187-056-00	\$136.20
001 -0187-057-00	\$132.60
001 -0187-058-00	\$132.60
001 -0187-059-00	\$166.60
001 -0187-060-00	\$118.60
001 -0187-061-00	\$132.60
001 -0187-062-00	\$127.20
001 -0187-063-00	\$165.80
001 -0187-065-00	\$341.25
001 -0187-066-00	\$178.60
001 -0187-067-00	\$417.20
001 -0187-068-00	\$174.80
001 -0187-069-00	\$0.00
001 -0187-070-00	\$174.80
001 -0187-071-01	\$190.00
001 -0187-071-02	\$186.00
001 -0187-071-03	\$178.00
001 -0187-072-00	\$561.05
001 -0187-073-00	\$133.20

001 -0187-074-00	\$210.00
001 -0187-075-00	\$0.00
001 -0187-076-00	\$233.10
001 -0187-077-00	\$210.00
001 -0187-078-00	\$349.40
001 -0187-079-00	\$126.60
001 -0187-080-00	\$169.60
001 -0187-081-00	\$0.00
001 -0187-082-00	\$187.60
001 -0187-083-00	\$172.00
001 -0187-084-00	\$0.00
001 -0189-001-00	\$5,500.00
001 -0189-002-00	\$1,275.00
001 -0189-003-00	\$312.50
001 -0189-004-00	\$889.50
001 -0189-005-00	\$1,947.45
001 -0189-006-00	\$781.25
001 -0189-007-00	\$406.25
001 -0189-008-00	\$1,152.85
001 -0189-009-00	\$525.00
001 -0189-010-00	\$933.10
001 -0189-011-00	\$125.00
001 -0189-012-00	\$1,436.45
001 -0189-013-00	\$2,684.00
001 -0189-014-01	\$2,700.00
001 -0189-016-00	\$1,531.25
001 -0189-017-00	\$125.00
001 -0189-018-00	\$1,206.65
001 -0191-007-01	\$25,486.20
001 -0193-001-00	\$5,440.00
001 -0193-002-00	\$970.00
001 -0193-003-00	\$1,502.50
001 -0193-004-00	\$1,793.60
001 -0193-007-00	\$4,607.15
001 -0193-008-00	\$1,306.25
001 -0193-009-00	\$4,741.00
001 -0193-010-00	\$2,250.00
001 -0193-011-00	\$966.40
001 -0193-012-00	\$936.00
001 -0193-013-00	\$2,964.00
001 -0193-014-00	\$1,562.50
001 -0193-016-00	\$1,935.10
001 -0193-017-00	\$2,252.50
001 -0193-018-00	\$4,420.00
001 -0193-019-00	\$1,850.00
001 -0193-020-00	\$1,875.00
001 -0193-021-00	\$2,441.20
001 -0193-022-00	\$3,785.75
001 -0193-023-00	\$3,318.75

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001 -0193-024-01	\$2,059.10
001 -0193-024-02	\$1,000.00
001 -0193-025-00	\$1,428.60
001 -0193-026-00	\$1,203.20
001 -0193-027-00	\$420.00
001 -0193-028-00	\$320.00
001 -0193-029-00	\$1,438.25
001 -0193-030-00	\$3,843.75
001 -0193-032-00	\$810.65
001 -0193-033-00	\$865.25
001 -0193-034-00	\$896.60
001 -0193-035-00	\$193.00
001 -0193-036-00	\$13.20
001 -0193-037-00	\$215.80
001 -0193-039-01	\$0.00
001 -0193-040-00	\$60.40
001 -0193-041-00	\$82.80
001 -0193-042-00	\$193.00
001 -0193-043-00	\$0.00
001 -0193-044-00	\$0.00
001 -0193-045-00	\$0.00
001 -0193-046-00	\$0.00
001 -0193-047-00	\$0.00
001 -0193-048-00	\$0.00
001 -0193-049-00	\$149.80
001 -0193-050-00	\$0.00
001 -0193-051-00	\$0.00
001 -0193-052-00	\$0.00
001 -0193-053-00	\$0.00
001 -0193-055-00	\$755.00
001 -0193-056-00	\$755.00
001 -0193-057-00	\$880.00
001 -0193-058-00	\$725.60
001 -0195-004-02	\$980.00
001 -0195-006-00	\$3,437.50
001 -0195-008-00	\$740.00
001 -0195-025-00	\$4,502.50
001 -0195-026-00	\$249.00
001 -0195-027-00	\$193.60
001 -0195-028-00	\$195.40
001 -0195-029-00	\$267.20
001 -0195-030-00	\$759.00
001 -0195-031-00	\$135.60
001 -0195-032-00	\$137.00
001 -0195-033-00	\$140.40
001 -0195-034-00	\$131.60
001 -0195-035-00	\$219.20
001 -0195-036-00	\$147.40
001 -0195-037-00	\$234.20

001 -0195-038-00	\$135.20
001 -0195-039-00	\$137.00
001 -0195-040-00	\$140.40
001 -0195-041-00	\$0.00
001 -0195-042-00	\$221.40
001 -0195-043-00	\$146.40
001 -0195-044-00	\$114.40
001 -0195-045-00	\$150.20
001 -0195-046-00	\$135.20
001 -0195-047-00	\$137.00
001 -0195-048-00	\$140.40
001 -0195-049-00	\$129.60
001 -0195-050-00	\$222.40
001 -0195-051-00	\$147.00
001 -0195-052-00	\$114.00
001 -0195-053-00	\$150.00
001 -0229-001-00	\$4,135.60
001 -0229-003-00	\$138.60
001 -0229-004-00	\$4,270.00
001 -0229-005-00	\$170.00
001 -0229-006-00	\$124.80
001 -0229-007-00	\$137.40
001 -0229-008-00	\$137.40
001 -0229-009-00	\$137.40
001 -0229-010-00	\$133.80
001 -0229-011-00	\$173.40
001 -0229-012-00	\$136.40
001 -0229-013-00	\$136.40
001 -0229-014-00	\$136.40
001 -0229-015-00	\$136.40
001 -0229-016-00	\$136.40
001 -0229-017-00	\$135.80
001 -0229-018-00	\$200.80
001 -0229-019-00	\$170.00
001 -0229-020-00	\$114.40
001 -0229-021-00	\$136.20
001 -0229-022-00	\$136.20
001 -0229-023-00	\$136.20
001 -0229-024-00	\$130.80
001 -0229-025-00	\$173.40
001 -0229-026-00	\$136.40
001 -0229-027-00	\$136.40
001 -0229-028-00	\$136.40
001 -0229-029-00	\$136.40
001 -0229-030-00	\$136.40
001 -0229-031-00	\$135.80
001 -0229-032-00	\$200.80
001 -0229-033-00	\$170.00
001 -0229-034-00	\$114.40

001 -0229-035-00	\$136.20
001 -0229-036-00	\$136.20
001 -0229-037-00	\$136.20
001 -0229-038-00	\$130.80
001 -0229-039-00	\$152.00
001 -0229-040-00	\$136.40
001 -0229-041-00	\$136.40
001 -0229-042-00	\$136.40
001 -0229-043-00	\$136.40
001 -0229-044-00	\$136.40
001 -0229-045-00	\$135.80
001 -0229-046-00	\$200.80
001 -0229-048-00	\$0.00
001 -0229-049-00	\$0.00
001 -0229-050-00	\$0.00
001 -0229-051-00	\$0.00
001 -0229-052-00	\$0.00
001 -0229-053-00	\$0.00
001 -0229-054-00	\$0.00
001 -0229-055-00	\$0.00
001 -0229-056-00	\$0.00
001 -0229-057-00	\$0.00
001 -0229-058-00	\$0.00
001 -0234-002-00	\$1,490.00
001 -0234-003-00	\$500.00
001 -0234-004-00	\$2,000.00
001 -0234-005-00	\$3,000.75
001 -0234-007-00	\$621.60
001 -0234-008-00	\$642.00
001 -0235-001-00	\$169.60
001 -0235-002-00	\$212.80
001 -0235-003-00	\$231.60
001 -0235-004-00	\$281.80
001 -0235-005-00	\$170.80
001 -0235-006-00	\$158.20
001 -0235-007-00	\$170.80
001 -0235-008-00	\$221.00
001 -0235-009-00	\$199.00
001 -0235-010-00	\$235.20
001 -0235-011-00	\$181.00
001 -0235-012-00	\$237.00
001 -0235-013-00	\$245.00
001 -0235-014-00	\$180.40
001 -0235-015-00	\$249.20
001 -0235-016-00	\$324.60
001 -0235-017-00	\$330.80
001 -0235-018-00	\$193.20
001 -0235-019-00	\$330.80
001 -0235-020-00	\$157.00

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001 -0235-021-00	\$324.60
001 -0236-001-00	\$169.60
001 -0236-002-00	\$275.20
001 -0236-003-00	\$231.60
001 -0236-004-00	\$266.20
001 -0236-005-00	\$170.80
001 -0236-006-00	\$158.20
001 -0236-007-00	\$170.80
001 -0236-008-00	\$221.00
001 -0236-009-00	\$199.00
001 -0236-010-00	\$235.20
001 -0236-011-00	\$181.00
001 -0236-012-00	\$237.00
001 -0236-013-00	\$250.60
001 -0236-014-00	\$180.40
001 -0236-015-00	\$249.20
001 -0236-016-00	\$193.20
001 -0236-017-00	\$157.00
001 -0237-001-00	\$169.60
001 -0237-002-00	\$275.20
001 -0237-003-00	\$231.60
001 -0237-004-00	\$266.20
001 -0237-005-00	\$170.80
001 -0237-006-00	\$158.20
001 -0237-007-00	\$170.80
001 -0237-008-00	\$221.00
001 -0237-009-00	\$199.00
001 -0237-010-00	\$235.20
001 -0237-011-00	\$181.00
001 -0237-012-00	\$237.00
001 -0237-013-00	\$247.00
001 -0237-014-00	\$180.40
001 -0237-015-00	\$249.20
001 -0237-016-00	\$193.20
001 -0237-017-00	\$157.00
001 -0237-018-00	\$169.60
001 -0237-019-00	\$275.20
001 -0237-020-00	\$231.60
001 -0237-021-00	\$266.20
001 -0238-001-00	\$170.80
001 -0238-002-00	\$158.20
001 -0238-003-00	\$170.80
001 -0238-004-00	\$221.00
001 -0238-005-00	\$199.00
001 -0238-006-00	\$158.20
001 -0238-007-00	\$181.00
001 -0238-008-00	\$237.00
001 -0238-009-00	\$250.60
001 -0238-010-00	\$235.20

001 -0238-011-00	\$161.00
001 -0238-012-00	\$327.20
001 -0238-013-00	\$250.60
001 -0238-014-00	\$193.20
001 -0238-015-00	\$250.60
001 -0238-016-00	\$157.00
001 -0238-017-00	\$327.20
001 -0239-001-00	\$169.60
001 -0239-002-00	\$275.20
001 -0239-003-00	\$231.60
001 -0239-004-00	\$266.20
001 -0239-005-00	\$170.80
001 -0239-006-00	\$158.20
001 -0239-007-00	\$170.80
001 -0239-008-00	\$221.00
001 -0239-009-00	\$199.00
001 -0239-010-00	\$235.20
001 -0239-011-00	\$181.00
001 -0239-012-00	\$237.00
001 -0239-013-00	\$250.60
001 -0239-014-00	\$180.40
001 -0239-015-00	\$249.20
001 -0239-016-00	\$172.40
001 -0239-017-00	\$174.80
001 -0239-018-00	\$193.20
001 -0239-019-00	\$174.80
001 -0239-020-00	\$157.00
001 -0239-021-00	\$172.40
001 -0240-001-00	\$169.60
001 -0240-002-00	\$275.20
001 -0240-003-00	\$231.60
001 -0240-004-00	\$266.20
001 -0240-005-00	\$170.80
001 -0240-006-00	\$158.20
001 -0240-007-00	\$170.80
001 -0240-008-00	\$221.00
001 -0240-009-00	\$199.00
001 -0240-010-00	\$235.20
001 -0240-011-00	\$181.00
001 -0240-012-00	\$237.00
001 -0240-013-00	\$250.60
001 -0240-014-00	\$180.40
001 -0240-015-00	\$249.20
001 -0241-001-00	\$162.40
001 -0241-002-00	\$264.00
001 -0241-003-00	\$222.00
001 -0241-004-00	\$255.80
001 -0241-005-00	\$163.80
001 -0241-006-00	\$154.00

001 -0241-007-00	\$163.80
001 -0241-008-00	\$212.00
001 -0241-009-00	\$182.60
001 -0241-010-00	\$224.80
001 -0241-011-00	\$181.00
001 -0241-012-00	\$226.60
001 -0241-013-00	\$240.40
001 -0241-014-00	\$165.60
001 -0241-015-00	\$238.80
001 -0242-001-00	\$162.40
001 -0242-002-00	\$264.00
001 -0242-003-00	\$222.00
001 -0242-004-00	\$255.80
001 -0242-005-00	\$163.80
001 -0242-006-00	\$154.00
001 -0242-007-00	\$163.80
001 -0242-008-00	\$212.00
001 -0242-009-00	\$182.60
001 -0242-010-00	\$224.80
001 -0242-011-00	\$181.00
001 -0242-012-00	\$226.60
001 -0242-013-00	\$240.40
001 -0242-014-00	\$165.60
001 -0242-015-00	\$238.80
001 -0243-001-00	\$162.40
001 -0243-002-00	\$264.00
001 -0243-003-00	\$222.00
001 -0243-004-00	\$255.80
001 -0243-005-00	\$163.80
001 -0243-006-00	\$154.00
001 -0243-007-00	\$163.80
001 -0243-008-00	\$212.00
001 -0243-009-00	\$182.60
001 -0243-010-00	\$224.80
001 -0243-011-00	\$181.00
001 -0243-012-00	\$226.60
001 -0243-013-00	\$240.40
001 -0243-014-00	\$165.60
001 -0243-015-00	\$238.80
002 -0057-005-00	\$5,021.80
002 -0057-006-00	\$2,633.60
002 -0057-007-00	\$5,196.20
002 -0057-011-00	\$4,800.00
002 -0057-012-00	\$6,228.80
002 -0057-013-00	\$1,990.00
002 -0057-014-00	\$5,505.50
002 -0057-015-00	\$1,062.50
002 -0057-020-00	\$14,318.60
002 -0059-003-01	\$10,033.70

OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

002 -0060-001-00	\$0.00
002 -0060-002-00	\$0.00
002 -0060-003-00	\$0.00
002 -0060-004-00	\$0.00
002 -0060-005-00	\$0.00
002 -0060-006-00	\$0.00
002 -0060-007-00	\$150.00
002 -0060-008-00	\$117.60
002 -0060-009-00	\$173.40
002 -0060-010-00	\$109.40
002 -0060-011-00	\$234.40
002 -0060-012-00	\$119.60
002 -0060-013-00	\$123.60
002 -0060-014-00	\$172.00
002 -0060-015-00	\$123.00
002 -0060-016-00	\$184.40
002 -0060-017-00	\$178.40
002 -0060-018-00	\$117.00
002 -0060-019-00	\$149.40
002 -0060-020-00	\$173.00
002 -0060-021-00	\$177.60
002 -0060-022-00	\$177.60
002 -0060-023-00	\$132.60
002 -0060-024-00	\$120.80
002 -0060-025-00	\$135.20
002 -0060-026-00	\$178.00
002 -0060-027-00	\$133.00
002 -0060-028-00	\$122.40
002 -0060-029-00	\$121.20
002 -0060-030-00	\$226.20
002 -0060-031-00	\$150.00
002 -0060-032-00	\$117.60
002 -0060-033-00	\$173.40
002 -0060-034-00	\$109.40
002 -0060-035-00	\$234.40
002 -0060-036-00	\$119.60
002 -0060-037-00	\$123.60
002 -0060-038-00	\$172.00
002 -0060-039-00	\$123.00
002 -0060-040-00	\$184.40
002 -0060-041-00	\$178.40
002 -0060-042-00	\$117.00
002 -0060-043-00	\$149.40
002 -0060-044-00	\$184.20
002 -0060-045-00	\$173.20
002 -0060-046-00	\$189.00
002 -0060-047-00	\$177.60
002 -0060-048-00	\$136.20
002 -0060-049-00	\$120.80

002 -0060-050-00	\$138.60
002 -0060-051-00	\$178.00
002 -0060-052-00	\$133.00
002 -0060-053-00	\$122.40
002 -0060-054-00	\$121.20
002 -0060-055-00	\$226.20
002 -0060-056-00	\$150.00
002 -0060-057-00	\$175.20
002 -0060-058-00	\$123.00
002 -0060-059-00	\$178.40
002 -0060-060-00	\$167.20
002 -0060-061-00	\$172.00
002 -0060-062-00	\$123.00
002 -0060-063-00	\$184.40
002 -0060-064-00	\$123.00
002 -0060-065-00	\$117.00
002 -0060-066-00	\$123.00
002 -0060-067-00	\$178.40
002 -0060-068-00	\$149.40
002 -0060-069-00	\$184.20
002 -0060-070-00	\$173.20
002 -0060-071-00	\$183.00
002 -0060-072-00	\$174.20
002 -0060-073-00	\$207.40
002 -0060-074-00	\$117.40
002 -0060-075-00	\$206.00
002 -0060-076-00	\$174.40
002 -0060-077-00	\$118.80
002 -0060-078-00	\$117.80
002 -0060-079-00	\$222.80
002 -0060-080-00	\$150.00
002 -0060-081-00	\$175.20
002 -0060-082-00	\$123.00
002 -0060-083-00	\$178.40
002 -0060-084-00	\$167.20
002 -0060-085-00	\$172.00
002 -0060-086-00	\$123.00
002 -0060-087-00	\$184.40
002 -0060-088-00	\$123.00
002 -0060-089-00	\$117.00
002 -0060-090-00	\$123.00
002 -0060-091-00	\$178.40
002 -0060-092-00	\$149.40
002 -0060-093-00	\$184.20
002 -0060-094-00	\$173.20
002 -0060-095-00	\$184.40
002 -0060-096-00	\$183.00
002 -0060-097-00	\$206.20
002 -0060-098-00	\$117.40

002 -0060-099-00	\$206.00
002 -0060-100-00	\$173.20
002 -0060-101-00	\$117.60
002 -0060-102-00	\$161.20
002 -0060-103-00	\$179.20
002 -0060-104-00	\$150.00
002 -0060-105-00	\$175.20
002 -0060-106-00	\$123.00
002 -0060-107-00	\$178.40
002 -0060-108-00	\$167.20
002 -0060-109-00	\$172.00
002 -0060-110-00	\$123.00
002 -0060-111-00	\$184.40
002 -0060-112-00	\$123.00
002 -0060-113-00	\$112.60
002 -0060-114-00	\$123.00
002 -0060-115-00	\$174.40
002 -0060-116-00	\$150.00
002 -0060-117-00	\$175.20
002 -0060-118-00	\$123.00
002 -0060-119-00	\$182.00
002 -0060-120-00	\$168.80
002 -0060-121-00	\$172.00
002 -0060-122-00	\$124.60
002 -0060-123-00	\$184.40
002 -0060-124-00	\$123.00
002 -0060-125-00	\$112.60
002 -0060-126-00	\$123.00
002 -0060-127-00	\$177.80
002 -0060-128-00	\$150.00
002 -0060-129-00	\$175.20
002 -0060-130-00	\$123.00
002 -0060-131-00	\$182.00
002 -0060-132-00	\$168.80
002 -0060-133-00	\$172.00
002 -0060-134-00	\$124.60
002 -0060-135-00	\$184.40
002 -0060-136-00	\$123.00
002 -0060-137-00	\$116.20
002 -0060-138-00	\$123.00
002 -0060-139-00	\$177.80
002 -0060-140-00	\$150.00
002 -0060-141-00	\$175.20
002 -0060-142-00	\$123.00
002 -0060-143-00	\$182.00
002 -0060-144-00	\$168.80
002 -0060-145-00	\$172.00
002 -0060-146-00	\$124.60
002 -0060-147-00	\$184.40

OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

002 -0060-148-00	\$123.00
002 -0060-149-00	\$116.20
002 -0060-150-00	\$123.00
002 -0060-151-00	\$177.80
002 -0060-152-00	\$150.20
002 -0060-153-00	\$175.40
002 -0060-154-00	\$173.40
002 -0060-155-00	\$171.60
002 -0060-156-00	\$227.40
002 -0060-157-00	\$171.80
002 -0060-158-00	\$123.40
002 -0060-159-00	\$184.40
002 -0060-160-00	\$122.00
002 -0060-161-00	\$116.20
002 -0060-162-00	\$179.60
002 -0060-163-00	\$150.20
002 -0060-164-00	\$179.00
002 -0060-165-00	\$177.20
002 -0060-166-00	\$178.60
002 -0060-167-00	\$234.40
002 -0060-168-00	\$173.40
002 -0060-169-00	\$125.20
002 -0060-170-00	\$186.00
002 -0060-171-00	\$123.60
002 -0060-172-00	\$116.20
002 -0060-173-00	\$179.60
002 -0060-174-00	\$150.20
002 -0060-175-00	\$179.00
002 -0060-176-00	\$177.20
002 -0060-177-00	\$178.60
002 -0060-178-00	\$234.40
002 -0060-179-00	\$173.40
002 -0060-180-00	\$125.20
002 -0060-181-00	\$186.00
002 -0060-182-00	\$123.60
002 -0060-183-00	\$116.20
002 -0060-184-00	\$179.60
002 -0060-185-00	\$150.20
002 -0060-186-00	\$175.40
002 -0060-187-00	\$173.40
002 -0060-188-00	\$178.60
002 -0060-189-00	\$234.40
002 -0060-190-00	\$171.80
002 -0060-191-00	\$123.40
002 -0060-192-00	\$184.40
002 -0060-193-00	\$122.00
002 -0060-194-00	\$121.80
002 -0060-195-00	\$188.00
002 -0060-196-00	\$150.20

002 -0060-197-00	\$175.40
002 -0060-198-00	\$173.40
002 -0060-199-00	\$178.60
002 -0060-200-00	\$234.40
002 -0060-201-00	\$171.80
002 -0060-202-00	\$123.40
002 -0060-203-00	\$184.40
002 -0060-204-00	\$122.00
002 -0060-205-00	\$121.80
002 -0060-206-00	\$188.00
002 -0060-207-00	\$143.40
002 -0060-208-00	\$120.20
002 -0060-209-00	\$111.80
002 -0060-210-00	\$102.40
002 -0060-211-00	\$154.00
002 -0060-212-00	\$105.20
002 -0060-213-00	\$107.40
002 -0060-214-00	\$105.40
002 -0060-215-00	\$156.40
002 -0060-216-00	\$164.20
002 -0060-217-00	\$163.20
002 -0060-218-00	\$168.00
002 -0060-219-00	\$154.40
002 -0060-220-00	\$104.20
002 -0060-221-00	\$135.40
002 -0060-222-00	\$111.80
002 -0060-223-00	\$111.80
002 -0060-224-00	\$154.00
002 -0060-225-00	\$105.20
002 -0060-226-00	\$107.40
002 -0060-227-00	\$105.40
002 -0060-228-00	\$156.40
002 -0060-229-00	\$164.20
002 -0060-230-00	\$163.20
002 -0060-231-00	\$168.00
002 -0060-232-00	\$155.00
002 -0060-233-00	\$189.00
002 -0060-234-00	\$120.20
002 -0060-235-00	\$106.80
002 -0060-236-00	\$155.00
002 -0060-237-00	\$107.00
002 -0060-238-00	\$161.40
002 -0060-239-00	\$108.60
002 -0060-240-00	\$164.20
002 -0060-241-00	\$156.40
002 -0060-242-00	\$168.00
002 -0060-243-00	\$163.20
002 -0060-244-00	\$155.00
002 -0060-245-00	\$189.00

002 -0060-246-00	\$120.20
002 -0060-247-00	\$106.80
002 -0060-248-00	\$155.00
002 -0060-249-00	\$107.00
002 -0060-250-00	\$158.00
002 -0060-251-00	\$105.00
002 -0060-252-00	\$164.20
002 -0060-253-00	\$156.40
002 -0060-254-00	\$168.00
002 -0060-255-00	\$163.20
002 -0060-256-00	\$155.00
002 -0060-325-00	\$0.00
002 -0060-326-00	\$84.60
002 -0060-327-00	\$85.20
002 -0060-328-00	\$84.60
002 -0060-329-00	\$82.60
002 -0060-330-00	\$254.40
002 -0060-331-00	\$277.40
002 -0060-332-00	\$265.00
002 -0060-333-00	\$132.80
002 -0060-334-00	\$373.60
002 -0060-335-00	\$106.20
002 -0060-336-00	\$85.60
002 -0060-337-00	\$85.20
002 -0060-338-00	\$94.80
002 -0060-339-00	\$108.60
002 -0060-340-00	\$44.40
002 -0060-341-00	\$242.20
002 -0060-342-00	\$311.20
002 -0060-343-00	\$103.40
002 -0060-344-00	\$76.00
002 -0060-345-00	\$616.60
002 -0060-346-00	\$90.60
002 -0060-347-00	\$94.40
002 -0060-348-00	\$153.00
002 -0060-349-00	\$327.40
002 -0060-350-00	\$1,223.40
002 -0060-351-00	\$71.00
002 -0060-352-00	\$264.80
002 -0060-353-00	\$175.60
002 -0060-354-00	\$171.20
002 -0060-355-00	\$67.20
002 -0060-356-00	\$78.80
002 -0060-357-00	\$50.80
002 -0060-358-00	\$795.60
002 -0060-359-00	\$527.20
002 -0060-360-00	\$381.80
002 -0060-361-00	\$336.60
002 -0060-362-00	\$81.60

OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

002 -0060-363-00	\$115.00
002 -0060-364-00	\$438.80
002 -0060-365-00	\$202.20
002 -0060-366-00	\$129.60
002 -0060-367-00	\$136.40
002 -0060-368-00	\$136.40
002 -0060-369-00	\$129.60
002 -0060-370-00	\$371.60
002 -0060-371-00	\$103.00
002 -0060-372-00	\$200.40
002 -0060-373-00	\$448.40
002 -0060-374-00	\$266.40
002 -0060-375-00	\$303.40
002 -0060-376-00	\$297.00
002 -0060-377-00	\$436.80
002 -0060-378-00	\$71.80
002 -0060-379-00	\$71.80
002 -0060-380-00	\$405.00
002 -0060-381-00	\$477.80
002 -0060-382-00	\$132.40
002 -0060-383-00	\$128.40
002 -0060-384-00	\$146.20
002 -0060-385-00	\$123.20
002 -0060-386-00	\$202.80
002 -0060-387-00	\$156.60
002 -0060-388-00	\$80.60
002 -0060-389-00	\$100.80
002 -0060-390-00	\$773.20
002 -0060-391-00	\$300.00
002 -0060-392-00	\$1,570.60
002 -0060-393-00	\$1,396.40
002 -0061-012-00	\$5,031.00
002 -0061-013-00	\$2,970.00
002 -0061-015-00	\$5,000.00
002 -0061-016-00	\$1,650.40
002 -0061-017-01	\$4,425.00
002 -0061-018-00	\$6,260.00
002 -0061-019-00	\$1,034.05
002 -0063-001-00	\$7,839.80
002 -0063-002-00	\$6,593.95
002 -0063-003-00	\$782.50
002 -0063-005-00	\$6,024.15
002 -0063-006-00	\$58,798.60
002 -0063-007-00	\$3,833.55
002 -0063-008-00	\$9,526.30
002 -0065-008-00	\$3,500.00
002 -0065-009-00	\$1,000.00
002 -0065-015-00	\$259.20
002 -0065-016-00	\$256.60

002 -0065-017-00	\$195.40
002 -0065-018-00	\$190.20
002 -0065-019-00	\$335.30
002 -0065-020-00	\$164.20
002 -0065-021-00	\$215.20
002 -0065-022-00	\$198.40
002 -0065-023-00	\$193.80
002 -0065-024-00	\$164.20
002 -0065-025-00	\$215.20
002 -0065-026-00	\$198.40
002 -0065-027-00	\$193.80
002 -0065-028-00	\$164.20
002 -0065-029-00	\$215.20
002 -0065-030-00	\$198.40
002 -0065-031-00	\$193.80
002 -0065-032-00	\$164.20
002 -0065-033-00	\$215.20
002 -0065-034-00	\$198.40
002 -0065-035-00	\$193.80
002 -0067-001-00	\$41,049.40
002 -0069-002-00	\$6,460.00
002 -0069-003-01	\$3,500.00
002 -0069-005-00	\$2,492.30
002 -0069-007-01	\$1,866.20
002 -0069-008-00	\$1,975.95
002 -0069-009-00	\$125.00
002 -0069-010-00	\$3,150.00
002 -0069-011-00	\$5,010.00
002 -0069-012-00	\$4,511.60
002 -0071-001-00	\$14,053.85
002 -0071-002-00	\$2,000.00
002 -0071-003-00	\$1,499.85
002 -0071-004-00	\$1,000.00
002 -0071-005-00	\$8,500.00
002 -0071-006-00	\$1,299.80
002 -0071-007-00	\$1,551.80
002 -0071-008-00	\$1,565.50
002 -0071-009-00	\$2,338.40
002 -0071-010-00	\$498.95
002 -0071-011-00	\$498.95
002 -0071-012-00	\$2,396.10
002 -0073-001-00	\$14,093.90
002 -0073-002-00	\$1,704.00
002 -0073-003-00	\$1,904.90
002 -0073-004-00	\$1,282.20
002 -0073-006-01	\$3,875.00
002 -0073-009-00	\$114.54
002 -0073-010-00	\$232.30
002 -0073-011-00	\$234.14

002 -0073-012-00	\$250.70
002 -0073-013-00	\$507.15
002 -0073-014-00	\$551.31
002 -0073-015-00	\$69.00
002 -0073-016-00	\$343.62
002 -0073-017-00	\$69.00
002 -0073-018-00	\$69.00
002 -0073-019-00	\$69.00
002 -0073-020-00	\$114.90
002 -0073-021-00	\$118.20
002 -0073-022-00	\$90.90
002 -0073-023-00	\$0.00
002 -0073-024-00	\$91.35
002 -0073-025-00	\$117.90
002 -0073-026-00	\$111.75
002 -0073-027-00	\$114.75
002 -0073-028-00	\$134.70
002 -0073-029-00	\$134.70
002 -0073-030-00	\$117.00
002 -0073-031-00	\$115.20
002 -0073-032-00	\$122.55
002 -0073-033-00	\$89.25
002 -0073-034-00	\$89.25
002 -0073-035-00	\$122.55
002 -0073-036-00	\$114.90
002 -0073-037-00	\$118.20
002 -0073-038-00	\$90.90
002 -0073-039-00	\$90.45
002 -0073-040-00	\$91.35
002 -0073-041-00	\$169.80
002 -0073-042-00	\$111.75
002 -0073-043-00	\$114.75
002 -0073-044-00	\$134.70
002 -0073-045-00	\$134.70
002 -0073-046-00	\$117.00
002 -0073-047-00	\$115.20
002 -0073-048-00	\$122.55
002 -0073-049-00	\$89.25
002 -0073-050-00	\$89.25
002 -0073-051-00	\$122.55
002 -0073-052-00	\$119.85
002 -0073-055-00	\$259.35
002 -0073-056-00	\$336.30
002 -0073-057-00	\$363.90
002 -0073-058-00	\$257.85
002 -0073-059-00	\$342.45
002 -0073-060-00	\$107.40
002 -0073-061-00	\$107.40
002 -0073-062-00	\$336.30

OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

002 -0073-063-00	\$555.91
002 -0073-064-00	\$148.05
002 -0073-066-00	\$1,367.04
002 -0075-001-00	\$9,084.00
002 -0075-002-01	\$8,357.45
002 -0075-002-02	\$5,647.20
002 -0077-001-00	\$58,984.55
002 -0079-005-00	\$3,900.00
002 -0079-006-00	\$18,962.40
002 -0081-001-00	\$14,035.55
002 -0081-003-00	\$4,500.00
002 -0081-004-00	\$2,811.40
002 -0081-005-00	\$1,917.90
002 -0081-006-00	\$2,840.00
002 -0081-008-01	\$15,719.75
002 -0083-002-00	\$125.00
002 -0083-003-00	\$125.00
002 -0083-004-00	\$1,060.20
002 -0083-005-00	\$1,104.55
002 -0083-006-00	\$1,593.75
002 -0083-007-00	\$1,182.20
002 -0083-008-00	\$2,085.60
002 -0083-009-00	\$2,855.90
002 -0083-010-00	\$2,629.70
002 -0083-011-00	\$2,000.00
002 -0083-012-00	\$1,500.00
002 -0083-013-00	\$2,065.00
002 -0083-014-00	\$2,225.00
002 -0083-015-00	\$1,175.00
002 -0083-017-00	\$1,271.95
002 -0083-018-00	\$883.10
002 -0083-019-00	\$788.60
002 -0083-020-00	\$1,282.75
002 -0083-021-00	\$1,060.60
002 -0083-022-00	\$2,057.00
002 -0083-023-00	\$3,138.90
002 -0083-024-00	\$3,207.90
002 -0083-025-00	\$972.25
002 -0083-026-00	\$1,455.10
002 -0083-027-00	\$3,291.30
002 -0083-030-00	\$907.05
002 -0083-031-00	\$138.00
002 -0083-032-00	\$132.00
002 -0083-033-00	\$141.80
002 -0083-034-00	\$139.20
002 -0083-035-00	\$227.40
002 -0083-036-00	\$135.20
002 -0083-037-00	\$148.00
002 -0083-038-00	\$155.40

002 -0083-039-00	\$169.00
002 -0083-040-00	\$141.80
002 -0083-041-00	\$139.20
002 -0083-042-00	\$227.40
002 -0083-043-00	\$135.20
002 -0083-044-00	\$148.00
002 -0083-045-00	\$155.40
002 -0083-046-00	\$169.00
002 -0083-047-00	\$141.80
002 -0083-048-00	\$139.20
002 -0083-049-00	\$227.40
002 -0083-050-00	\$135.20
002 -0083-051-00	\$148.00
002 -0083-052-00	\$155.40
002 -0083-053-00	\$169.00
002 -0083-054-00	\$140.80
002 -0083-055-00	\$139.20
002 -0083-056-00	\$224.20
002 -0083-057-00	\$134.40
002 -0083-058-00	\$149.80
002 -0083-059-00	\$155.40
002 -0083-060-00	\$169.00
002 -0083-061-00	\$140.20
002 -0083-062-00	\$139.20
002 -0083-063-00	\$222.00
002 -0083-064-00	\$133.80
002 -0083-065-00	\$149.80
002 -0083-066-00	\$0.00
002 -0085-001-00	\$6,500.00
002 -0085-002-00	\$1,600.00
002 -0085-003-00	\$6,144.20
002 -0085-004-00	\$6,500.00
002 -0085-005-00	\$720.00
002 -0085-006-00	\$2,024.40
002 -0085-007-00	\$4,700.00
002 -0085-008-00	\$1,093.90
002 -0085-009-00	\$1,045.00
002 -0085-010-00	\$3,048.75
002 -0085-011-00	\$1,125.00
002 -0085-012-00	\$5,841.45
002 -0085-013-00	\$979.31
002 -0085-014-00	\$771.48
002 -0085-015-00	\$803.96
002 -0085-016-00	\$740.00
002 -0085-017-00	\$165.00
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002 -0087-003-00	\$1,990.00

002 -0087-004-00	\$4,300.00
002 -0087-005-00	\$4,091.90
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002 -0087-007-00	\$1,192.50
002 -0087-008-00	\$1,012.50
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002 -0112-002-00	\$504.00
002 -0112-003-00	\$2,400.00
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002 -0112-005-00	\$3,495.20
002 -0112-006-00	\$970.00
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002 -0112-008-00	\$2,871.60
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002 -0112-010-00	\$2,453.00
002 -0113-001-00	\$658.75
002 -0113-002-00	\$131.65
002 -0113-003-00	\$78.80
002 -0113-004-00	\$104.70
002 -0113-005-00	\$104.70
002 -0113-006-00	\$104.70
002 -0113-007-00	\$104.70

OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

002 -0113-008-00	\$104.70
002 -0113-009-00	\$190.80
002 -0113-010-00	\$111.35
002 -0113-011-00	\$113.10
002 -0113-012-00	\$113.10
002 -0113-013-00	\$113.10
002 -0113-014-00	\$128.85
002 -0113-015-00	\$60.25
002 -0113-016-00	\$123.95
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002 -0113-018-00	\$110.30
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002 -0113-021-00	\$60.95
002 -0113-022-00	\$110.30
002 -0113-023-00	\$65.50
002 -0113-024-00	\$120.45
002 -0113-025-00	\$60.60
002 -0113-026-00	\$109.60
002 -0113-027-00	\$122.20
002 -0113-028-00	\$65.50
002 -0113-029-00	\$132.70
002 -0113-030-00	\$132.70
002 -0113-031-00	\$132.70
002 -0113-032-00	\$132.70
002 -0113-033-00	\$62.70
002 -0113-034-00	\$62.70
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002 -0113-037-00	\$131.65
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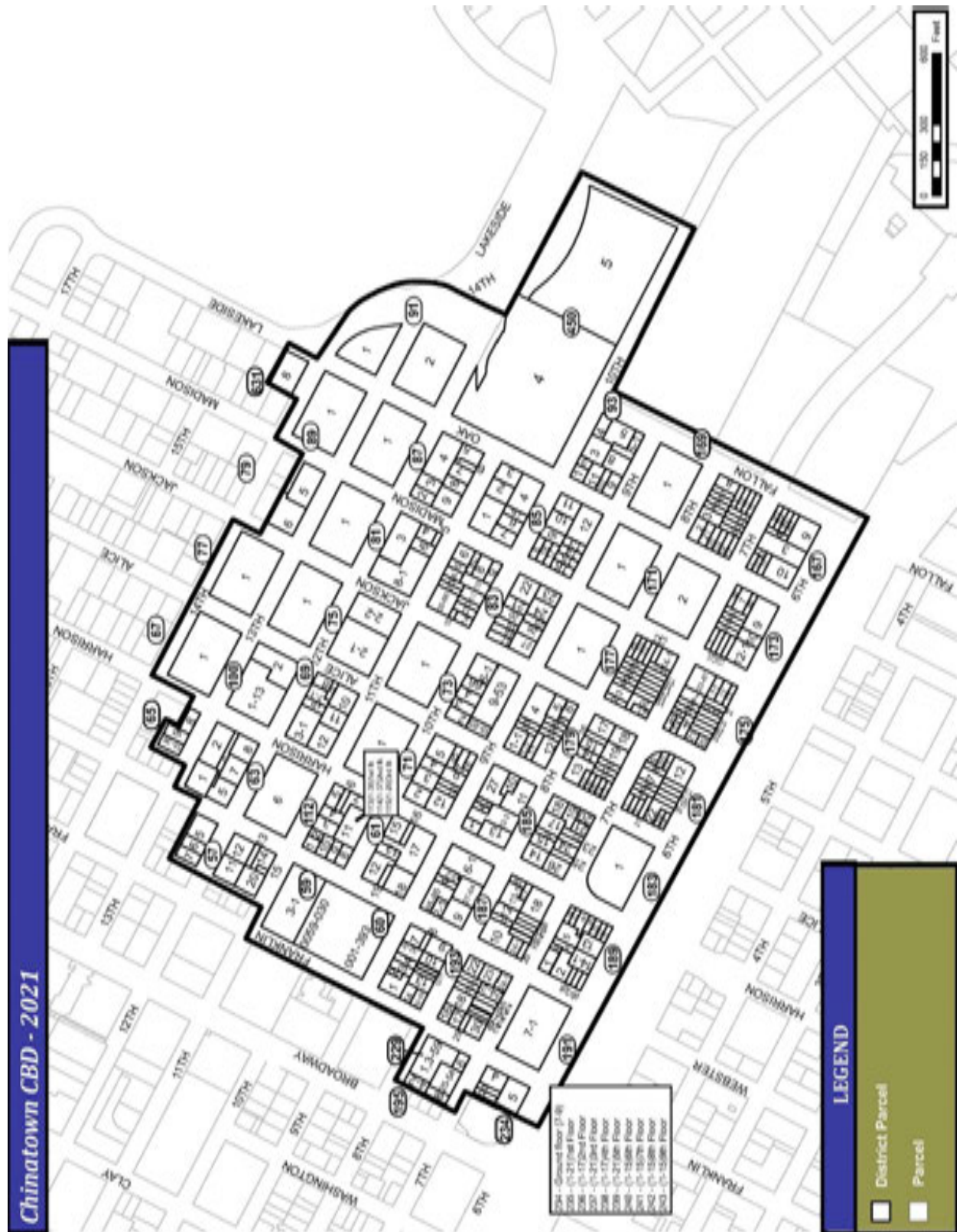
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002 -0114-007-00	\$48.40
002 -0114-008-00	\$48.40
002 -0114-009-00	\$48.40
002 -0114-010-00	\$97.60
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002 -0114-012-00	\$53.80
002 -0114-013-00	\$53.80
002 -0114-014-00	\$106.00
002 -0114-015-00	\$59.40
002 -0114-016-00	\$74.20
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002 -0114-018-00	\$74.20
002 -0114-019-00	\$74.20
002 -0114-020-00	\$74.20
002 -0114-021-00	\$60.00
002 -0114-022-00	\$60.00
002 -0114-023-00	\$112.20
002 -0114-024-00	\$26.80
002 -0114-025-00	\$27.80
002 -0114-026-00	\$65.20
002 -0114-027-00	\$65.20
002 -0114-028-00	\$65.20
002 -0114-029-00	\$71.40
002 -0114-030-00	\$30.80
002 -0114-031-00	\$19.00

002 -0114-032-00	\$63.20
002 -0114-033-00	\$65.20
002 -0114-034-00	\$61.20
002 -0114-035-00	\$54.60
002 -0114-036-00	\$37.60
002 -0114-037-00	\$27.60
002 -0115-001-00	\$144.00
002 -0115-002-00	\$128.00
002 -0115-003-00	\$134.80
002 -0115-004-00	\$90.00
002 -0115-005-00	\$108.00
002 -0115-006-00	\$90.00
002 -0115-007-00	\$147.00
002 -0115-008-00	\$75.60
002 -0115-009-00	\$147.00
002 -0115-010-00	\$96.00
002 -0115-011-00	\$147.00
002 -0115-012-00	\$96.00
002 -0115-013-00	\$147.00
002 -0115-014-00	\$96.00
002 -0115-015-00	\$131.80
002 -0115-016-00	\$91.00
002 -0115-017-00	\$72.00
002 -0115-018-00	\$92.60
002 -0115-019-00	\$125.00
002 -0115-020-00	\$134.40
002 -0631-008-00	\$3,523.10
018 -0450-004-00	\$43,225.00
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OAKLAND CHINATOWN CBD – ASSESSMENT ENGINEER’S REPORT

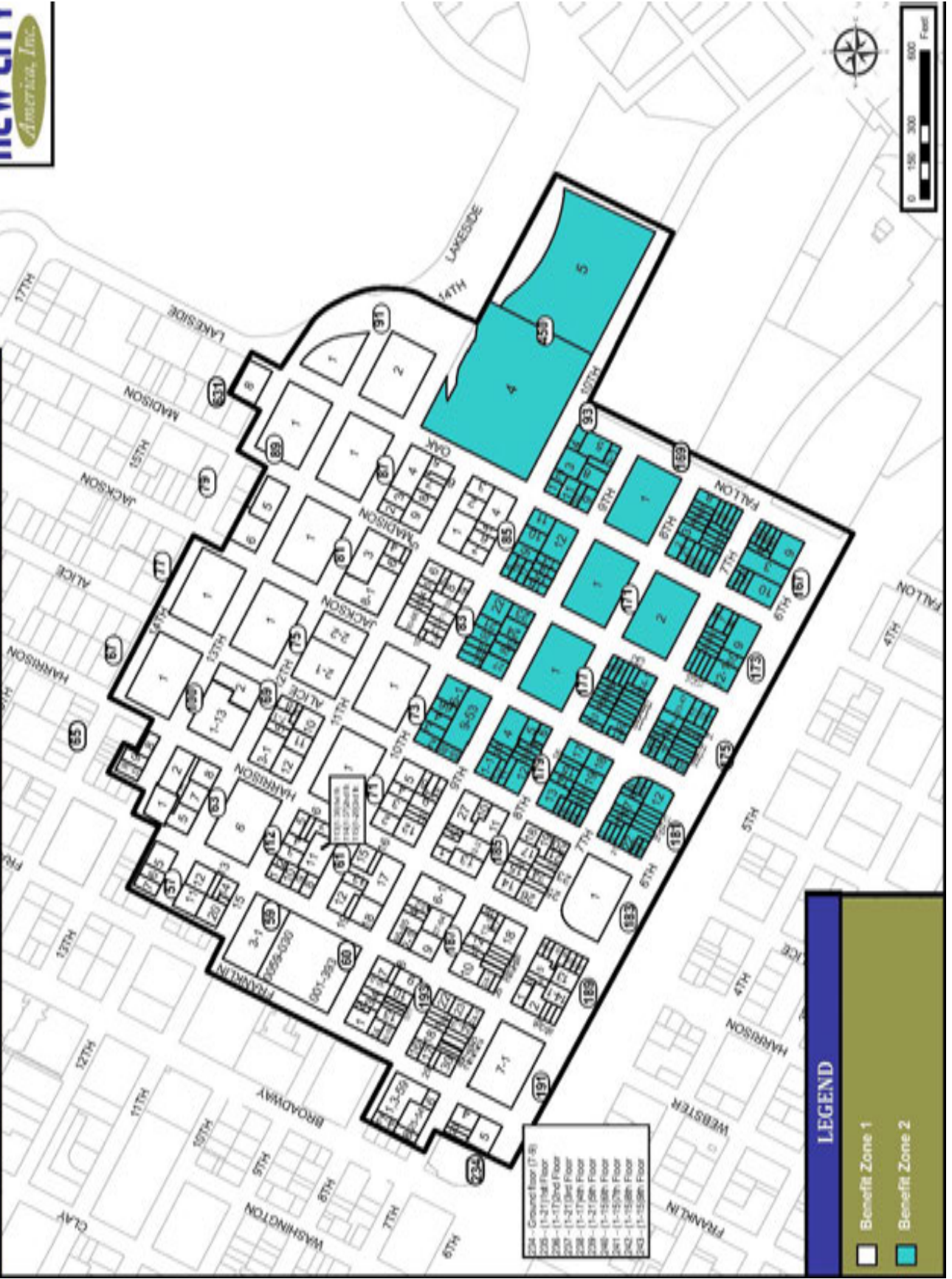
APPENDIX 2

OCTCBD BOUNDARY MAP





Oakland Chinatown CBD Benefit Zone Map - 4/1/2021





AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

171 12th St | Oakland | CA 94607

E elementary@aimsk12.org

T 510-893-8701

F 510-893-0345

www.AIMSK12.org

AIMS College Prep Middle School (6-8)

Formerly known as AIPCS

171 12th St | Oakland | CA 94607

E middleschool@aimsk12.org

T 510-893-8701

F 510-893-0345

AIMS College Prep High School (9-12)

Formerly known as AIPHS

746 Grand Ave | Oakland | CA 94610

E highschool@aimsk12.org

T 510-220-5044

F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT E

AIMS K-12 COLLEGE PREP CHARTER DISTRICT BOARD OF DIRECTORS POLICY

**BOARD POLICY #1007
REVISED SEPT 2022**

POLICY TITLE: Uniform Complaint Policy and Procedures

The Board of Directors (“Board”) of AIMS K-12 College Prep Charter District, a California Non-profit Public Benefit Corporation (“AIMS”) hereby adopts the revision of Policy #1007 establishing its Uniform Complaint Policy and Procedures for AIMS College Prep Elementary School, AIMS College Prep Middle School and AIMS College Prep High School, each individually referred to as the “School” or collectively as the “Schools.”

AIMS is committed to compliance with applicable state and federal laws and regulations governing educational programs in the operation of the Schools.

Scope

The Schools policy is to comply with applicable federal and state laws and regulations. The Schools is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws, and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender, expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Schools program or activity, and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including, but not limited to:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education Programs
- After School Education and Safety
- Child Care and Development
- Compensatory Education
- Consolidated Application
- Course Periods without Education Content
- Education of Pupils in Foster Care, Pupils who are Homeless, Former Juvenile Court Pupils Now Enrolled in a School District and Pupils of Military Families

Every Student Succeeds Act
Local Control and Accountability Plans (LCAP)
Consolidated Categorical Aid Programs
Migrant Education
Physical Education Instructional Minutes
Pupil Fees
Reasonable Accommodations to a Lactating Pupil
School Plans for Student Achievement
School Safety Plans
School-site Councils
Special Education Programs

- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
- a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and second education, including, but not limited to, curricular and extracurricular activities.
 - b. “Pupil Fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which requires educational activities to be provided free of charge to all pupils without regard to their families/ ability or willingness to pay fees or requested special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d.899. A pupil fee includes, but is not limited to, all of the following.
 - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
 - c. A pupil fees complaint may be filed with the Head of School, or Ombudsperson, or his/her designee.
 - d. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

- d. A pupil fees complaint shall be filed no later than one (1) year from the date the alleged violation occurred.
- e. If the Schools find merit in a pupil fees complaint the School” shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the “Schools” to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- f. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to Schools UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements.

Allegations of child abuse shall be referred to Alameda County Department of social Services, Protective Services Division or appropriate law enforcement agency.

Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the Statement Department of Fair Employment and Housing (DFEH)/

Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE)

- (4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

The Local Control Accountability Plan (LCAP) is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF Schools are required to prepare an LCAP, which describes how Schools intend to meet annual goals for pupils, with specific activities to address state and local priorities identified pursuant to California Education Code (EC) Section 52060(d).

The Schools acknowledges and respects every individual’s right to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. The Schools cannot guarantee anonymity of the complaint. This includes keeping the identity of the complainant confidential. However, the Schools will attempt to do so as appropriate. The Schools may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Ombudsperson on a case-by-case basis.

The Schools prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint, or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance Investigation and Officers

Schools will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in EC Section 200 and 220 and Government Code (GC) Section 11135, including any actual or perceived characteristics as set forth in Penal Code (PC) Section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity Schools conducts, which is funded directly by, or that receives or benefits from any state financial assistance.

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Schools compliance with law is Maya Woods-Cadiz, Superintendent, AIMS K-12 College Prep Charter Schools, 171 12th Street, Oakland, CA 94607, or call the office at 510-893-8701.

The Schools Ombudsperson shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Ombudsperson.

Should a complaint be filed against the Ombudsperson, the compliance officer for that case shall be the President of the AIMS Charter Schools Board of Directors.

The UCP Annual Notification

The Ombudsperson, or designee, shall annually provide written notification of the AIMS Schools Uniform Complaint procedures to employees, students, parents and/or guardians, advisory Committee members, appropriate private school officials or representatives, and other interested parties that includes information regarding allegations about discrimination, harassment, intimidation, or bullying.

The UCP Annual Notice shall include information regarding the requirements of EC Section 49010 through 49013 relating to pupil fees and information regarding the requirements of EC Section 2075 relating to the LCAP.

The annual notification shall be in English, and when necessary, in the primary language, pursuant to Section 48985 of the Education Code if fifteen (15) percent, or more, of the pupils enrolled in the Schools speak a single primary language other than English; or mode of communication of the recipient of the notice.

The Ombudsperson, or designee, shall make available copies of the Schools uniform complaint procedures free of charge.

The annual notice shall include the following:

- (a) A statement that the Schools is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designed to receive complaints.
- (d) A statement that the complaint has a right to appeal the Schools decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Schools decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws. If applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that Schools has violated federal or state laws, or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

• **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by Schools.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Schools staff shall assist him/her in the filing of the complaint.

The complainants are protected from retaliation.

- Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance office shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Schools timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his representative shall have an opportunity present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the Schools to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to

cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Schools' investigation and decision, as described in Step #5 below, within sixty (60) calendar days of the Schools receipt of the complaint.

Step 5: Final Written Decision

Schools decision shall be in writing and send to the complainant. Schools decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The report will contain the following elements:

- i. The findings of fact based on the evidence gathered
- ii. Conclusion of law
- iii. Disposition of the complaint
- iv. The rationale for such a disposition
- v. Correction actions, if any are warranted
- vi. Notice of the complainant's right to appeal Schools Decision within fifteen (15) days to the California Department of Education (CDE) and procedures to be followed for initiating such an appeal.
- vii. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
- viii. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office of Civil Rights

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and the employee was informed of the Schools' expectations. The report shall not give any further information as to the nature of the disciplinary action.

Complaint Resolution

If Schools finds merit in a complaint regarding Pupil Fees; Local Control and Accountability Plan (LCAP); and/or Physical Education Instructional Minutes (grades one through eight), Schools shall provide a remedy to the affected pupils and parents/guardians.

If Schools find merit in a complaint regarding Reasonable Accommodations to a Lactating Pupil, Course Periods without Educational Content (grades none through twelve), and/or Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in AIMS College Prep Elementary School, AIMS College Prep Middle School and AIMS College Prep High School, and pupils in military families, Schools shall provide a remedy to the affected pupil.

Schools ensure that an attempt shall be made in good faith to engage in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one (1) year prior to the filing of the complaint.

Appeals to the California Department of Education

If dissatisfied with the Schools decision, the complainant may appeal in writing to the CDE within fifteen (15) calendar days of receiving the Schools decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Schools' decision.

Upon notification by the CDE that the complainant has appealed the Schools decision, the Ombudsperson, or designee, shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by Schools, if not covered by the decision.
4. A copy of the investigation file, including, but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Schools' complaint procedures.
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the Schools when one of the conditions listed in Title 5, California Code of Regulations Section 4650 exists, including cases in which Schools has not taken action within sixty (60) calendar days of the date the complaint was filed with Schools.

AIMS K-12 COLLEGE PREP CHARTER DISTRICT UNIFORM COMPLAINT PROCEDURE FORM

Last Name _____ First Name/MI _____

Student Name (if applicable) _____ Grade _____ Date of Birth _____

Street Address/Apt. # _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ Cell Phone (____) _____ Work Phone (____) _____

AIMS School/Office of Alleged Violation _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable.

- After School Education & Safety Consolidated Application Course Periods without Education Content
- Education of pupils in Foster Care, Pupils who are homeless, Former Juvenile Court Pupils Enrolled in a School District and Pupils of Military Families Every Student Success Act Local Control & Accountability Plans (LCAP)
- Consolidated Categorical Aid Programs Migrant Education Physical Education Instructional Minutes
- Pupil Fees School Plans for Student Achievement School Safety Plans School-site Councils
- Special Education Programs Adult Education Programs Reasonable Accommodations for a Lactating Pupil
- Compensatory Education Accommodations for Pregnant and Parenting Pupils Child Care and Development

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- Age Gender/Gender Expression/Gender Identify Sex (actual or perceived) Ancestry
- Genetic Information Sexual Orientation (actual or perceived) Ethnic Group Identification
- National Origin Race or Ethnicity Religion Disability (Mental or Physical) Color
- Based on association with a person or group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator

2. Have you discussed your complaint or brought your complaint to any AIMS personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supportive documents. YES NO

Signature _____ Date _____

E-mail complaint and any relevant documents to:

Ombudsperson
ombudsperson@aimsk12.org

AIMS K-12 COLLEGE PREP CHARTER DISTRICT UNIFORM COMPLAINT PROCEDURE FORM

Last Name _____ First Name/MI _____

Student Name (if applicable) _____ Grade _____ Date of Birth _____

Street Address/Apt. # _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ Cell Phone (____) _____ Work Phone (____) _____

AIMS School/Office of Alleged Violation _____

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- Age Gender/Gender Expression/Gender Identify Sex (actual or perceived) Ancestry
- Genetic Information Sexual Orientation (actual or perceived) Ethnic Group Identification
- National Origin Race or Ethnicity Religion Disability (Mental or Physical) Color
- Based on association with a person or group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator

2. Have you discussed your complaint or brought your complaint to any AIMS personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supportive documents. YES NO

By typing my name below, I certify all information is true and correct to the best of my knowledge

Signature _____ Date _____

E-mail complaint and any relevant documents to:
Ombudsperson
ombudsperson@aimsk12.org
or
Submit it via aimsk12.org/ucp



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

171 12th St | Oakland | CA 94607

E elementary@aimsk12.org

T 510-893-8701

F 510-893-0345

www.AIMSK12.org

AIMS College Prep Middle School (6-8)

Formerly known as AIPCS

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AIMS College Prep High School (9-12)

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F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT F

<https://aimsk12.org/ombudsman>

MESSAGE FROM THE OMBUDSMAN

(Below is a screen shot from the page)

Please call me if I can be of any assistance to you. I can be reached at (510) 496-9949. You may also email me at ombudsman@aimsk12.org or use the contact form below.

CONTACT OMBUDSMAN

UNIFORM COMPLAINT FORM

UNIFORM COMPLAINT PROCEDURES (UCP)

<https://aimsk12.org/>

AIMS CHARTER SCHOOL MAIN WEBPAGE

(Below is a screen shot from the page)



**AIMS K-12
SCHOOL CALENDAR**



**AIMS BOARD
MEETING AGENDAS**



**AIMS CURRENT
EVENTS**



**AIMS DATA AT A
GLANCE**



**AIMS AWARDS AND
RECOGNITION**



**COMMUNITY SUPPORT
& UNIFORM COMPLAINT**



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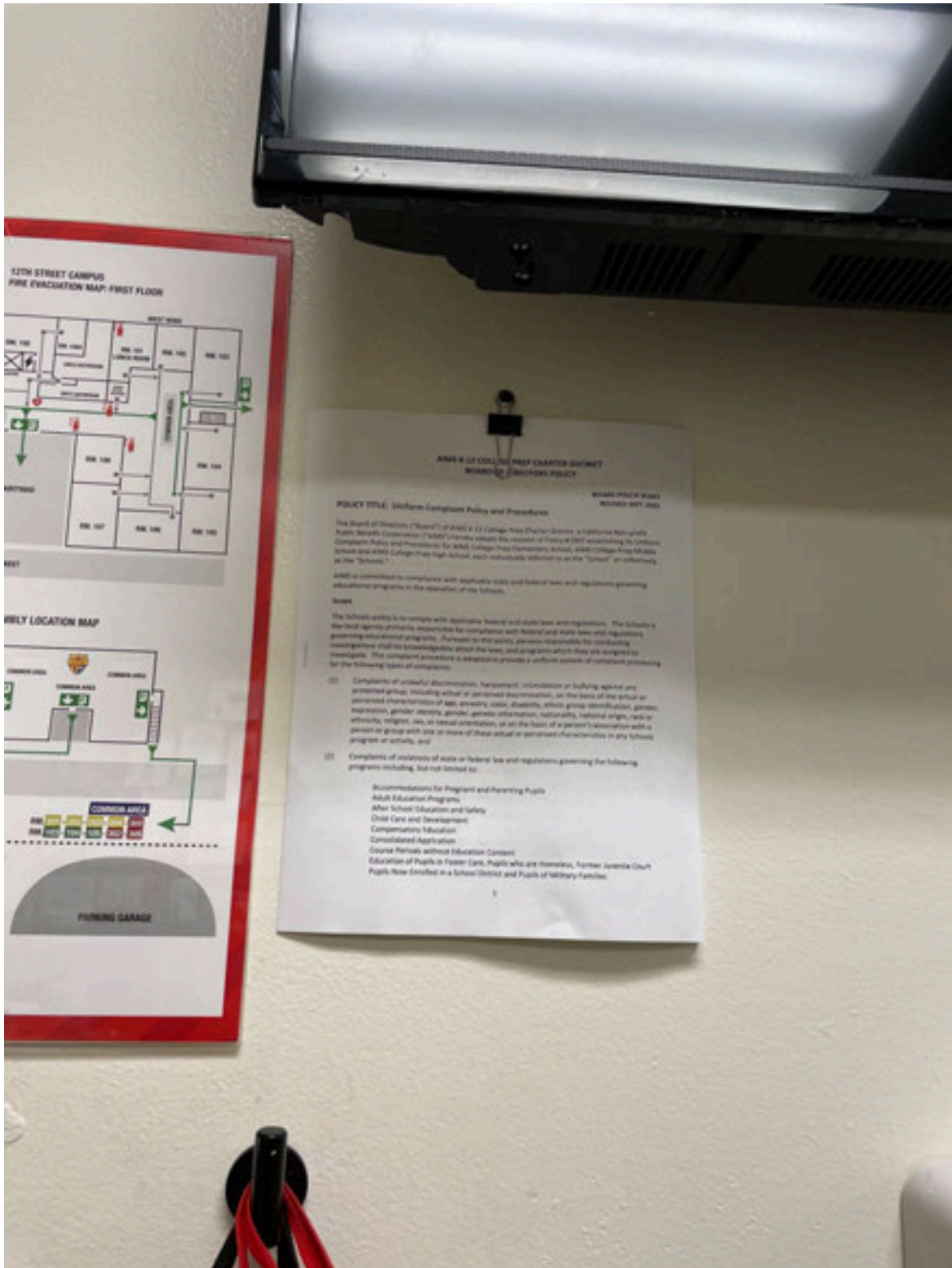
E highschool@aimsk12.org

T 510-220-5044

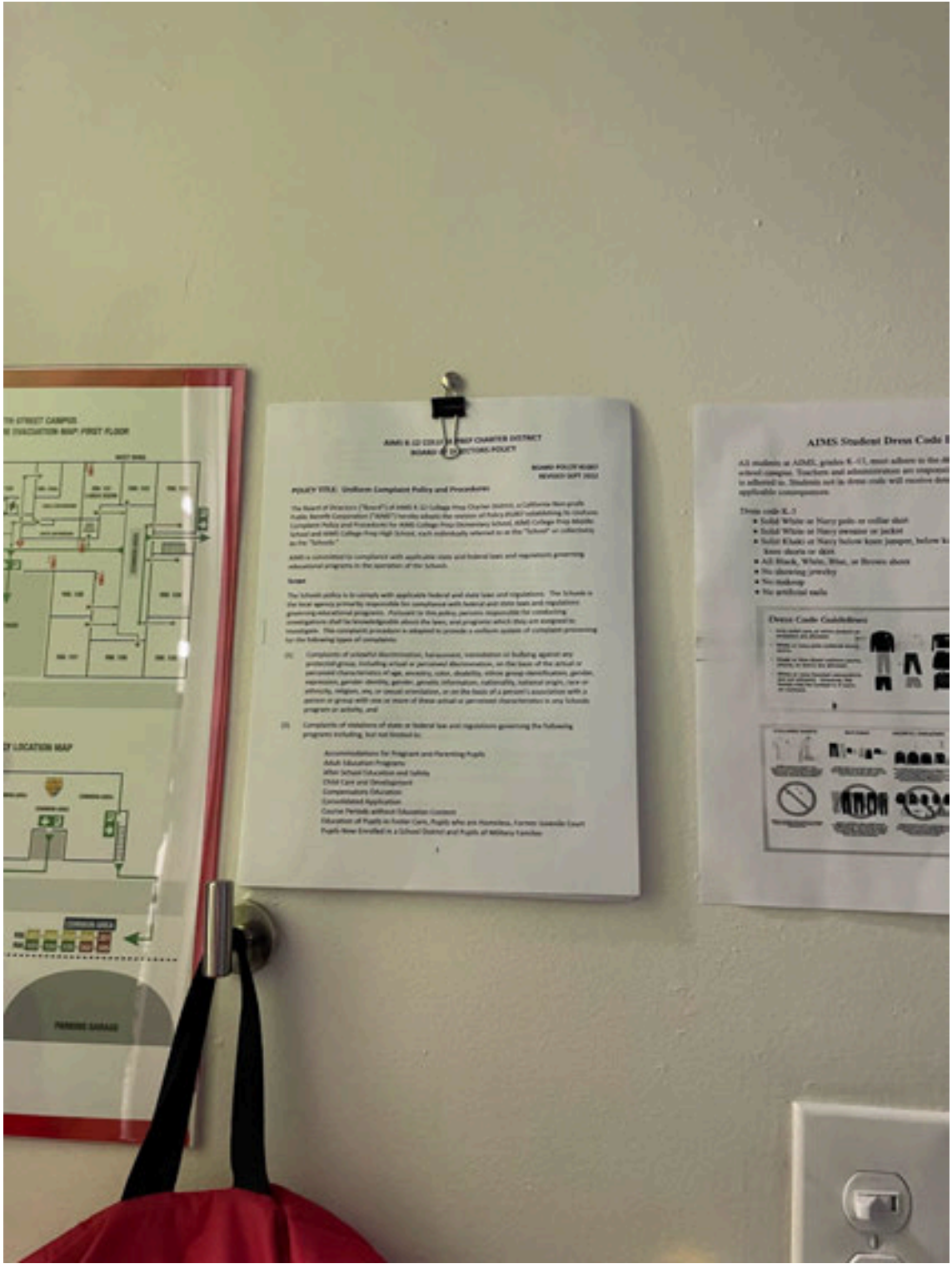
F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

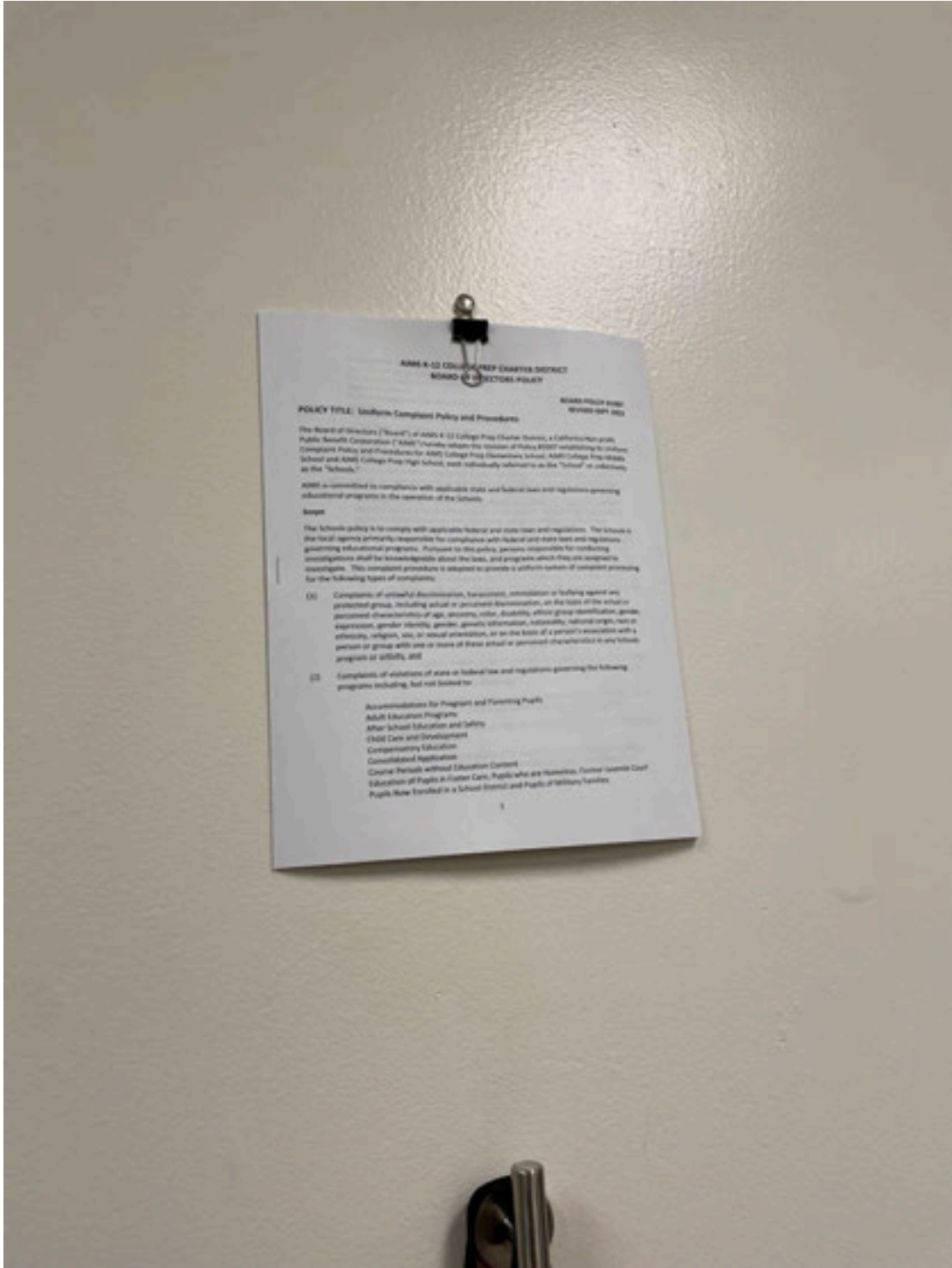
EXHIBIT G



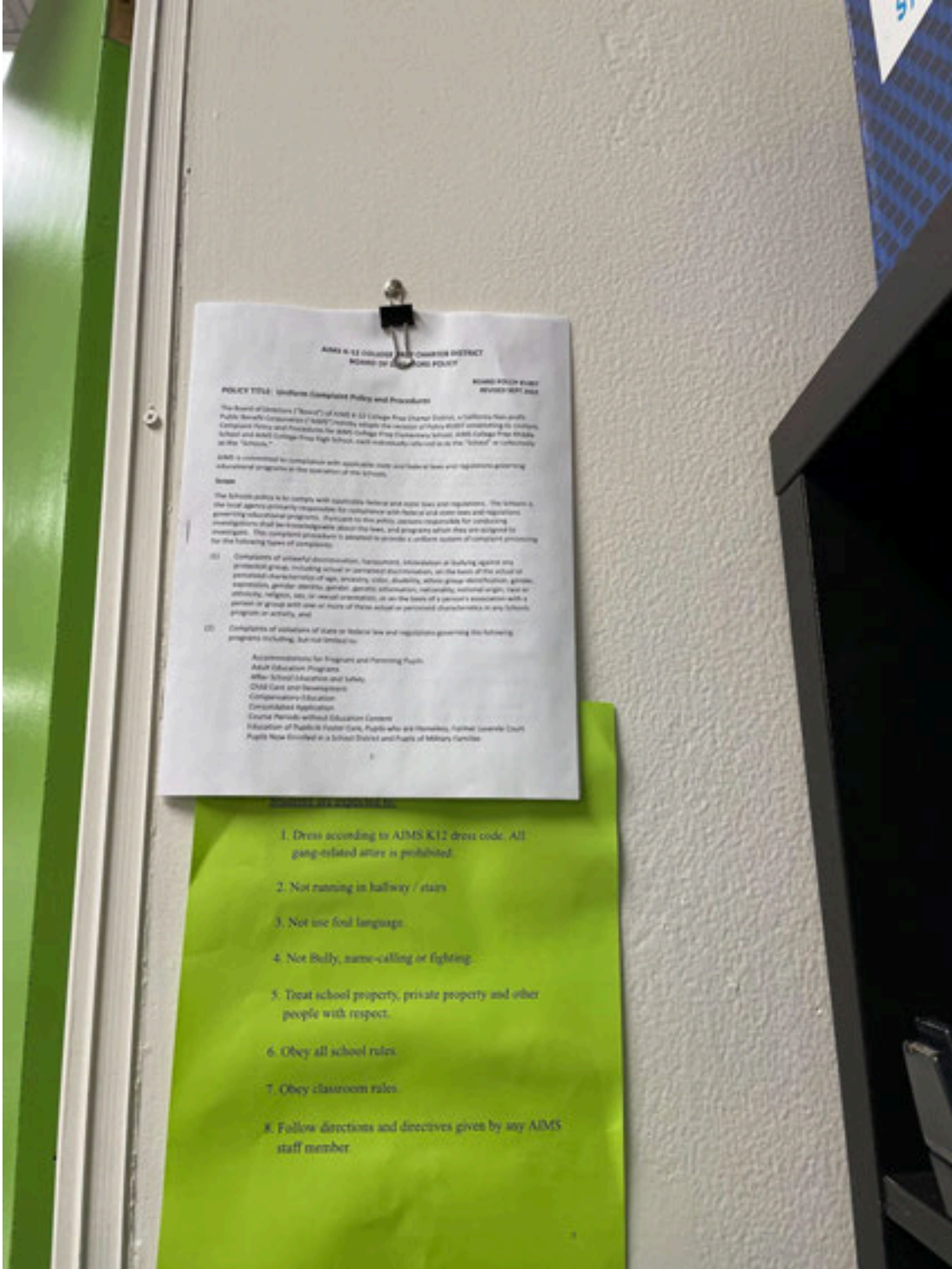
Room 103



Room 104



Room 105



**AIMS K-12 COLLEGE CARE DISTRICT
BOARD OF EDUCATION
BOARD POLICY**

**BOARD POLICY NUMBER
REVISED/REPEALED**

POLICY TITLE: Uniform Complaint Policy and Procedures

The Board of Directors ("Board") of AIMS K-12 College Care District, a California Non-profit Public Benefit Corporation ("AIMS") hereby adopts the resolution of policy entitled "Uniform Complaint Policy and Procedures for AIMS College Care Elementary School, AIMS College Care Middle School and AIMS College Care High School, each subsequently referred to as the "School" or collectively as the "Schools."

AIMS is committed to compliance with applicable state and federal law and regulations governing educational programs in the operation of the Schools.

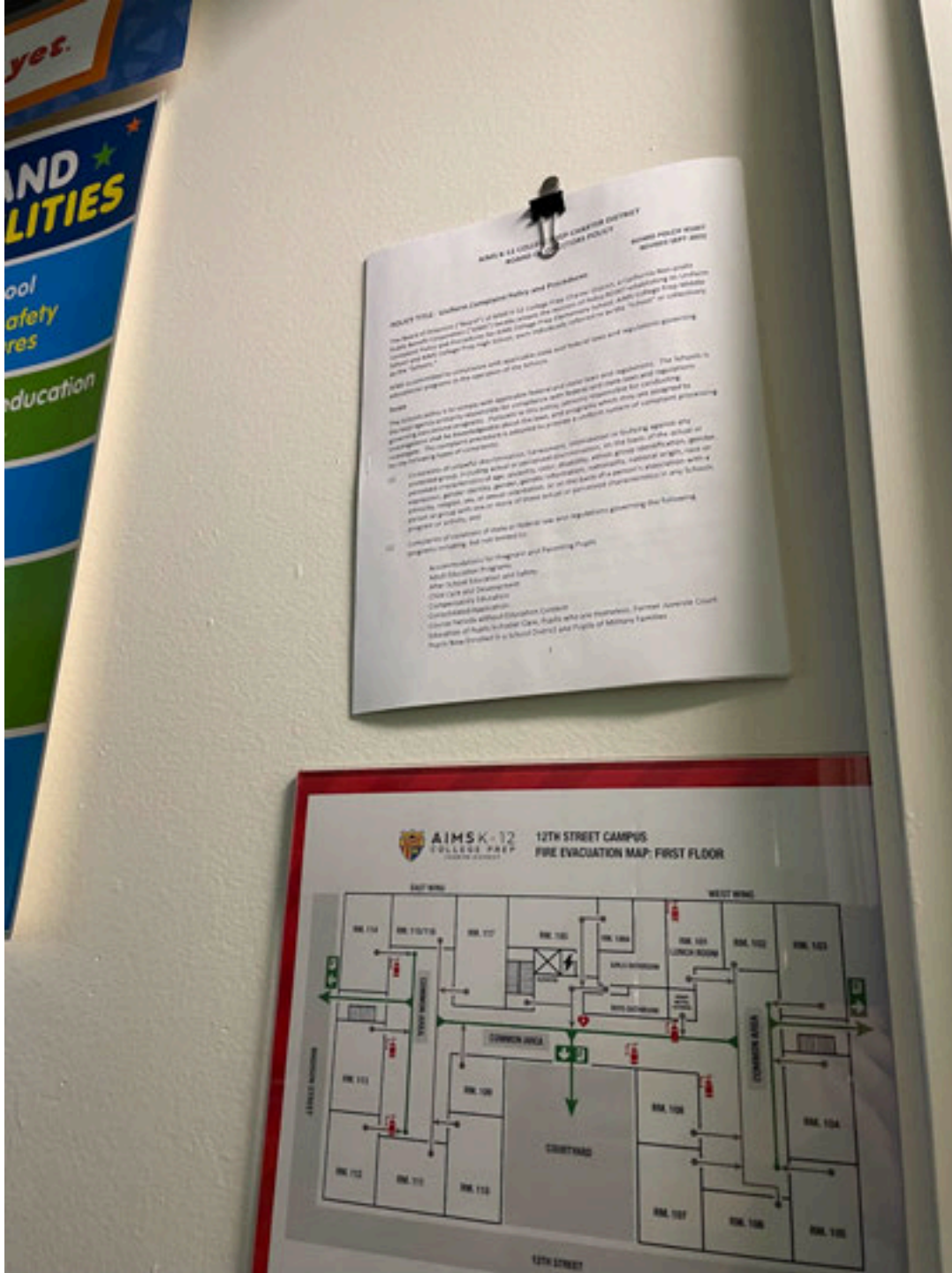
Scope

The Schools adhere to all applicable federal and state laws and regulations. The Schools is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws, and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

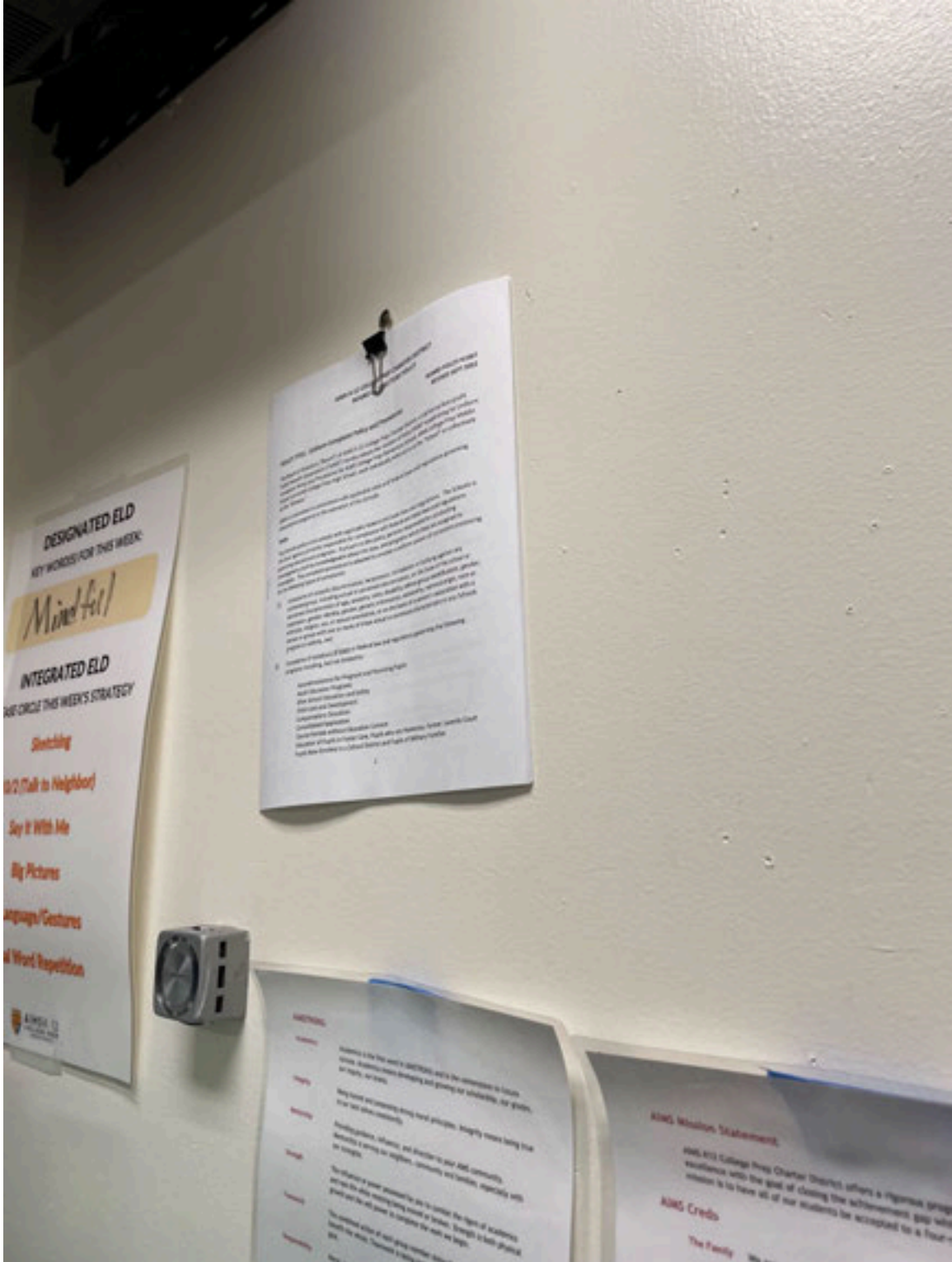
- (a) Complaints of unlawful discrimination, harassment, intimidation or bullying against any individual group, including school or parental discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender, expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any school program or activity, and
- (b) Complaints of violations of state or federal law and regulations governing the following programs including, but not limited to:
 - Accommodations for Program and Learning Pupils
 - Adult Education Programs
 - After-School Activities and Clubs
 - Child Care and Services
 - Compensatory Education
 - Compulsory Attendance
 - Court Periods without Education Consent
 - Education of Publicly Foster Care, Pupils who are Homeless, Former Juvenile Court Pupils Now Enrolled in a School District and Pupils of Military Families

- Students are expected to:**
1. Dress according to AIMS K-12 dress code. All gang-related attire is prohibited.
 2. Not running in hallway / stairs
 3. Not use foul language.
 4. Not Bully, name-calling or fighting.
 5. Treat school property, private property and other people with respect.
 6. Obey all school rules.
 7. Obey classroom rules.
 8. Follow directions and decrees given by any AIMS staff member.

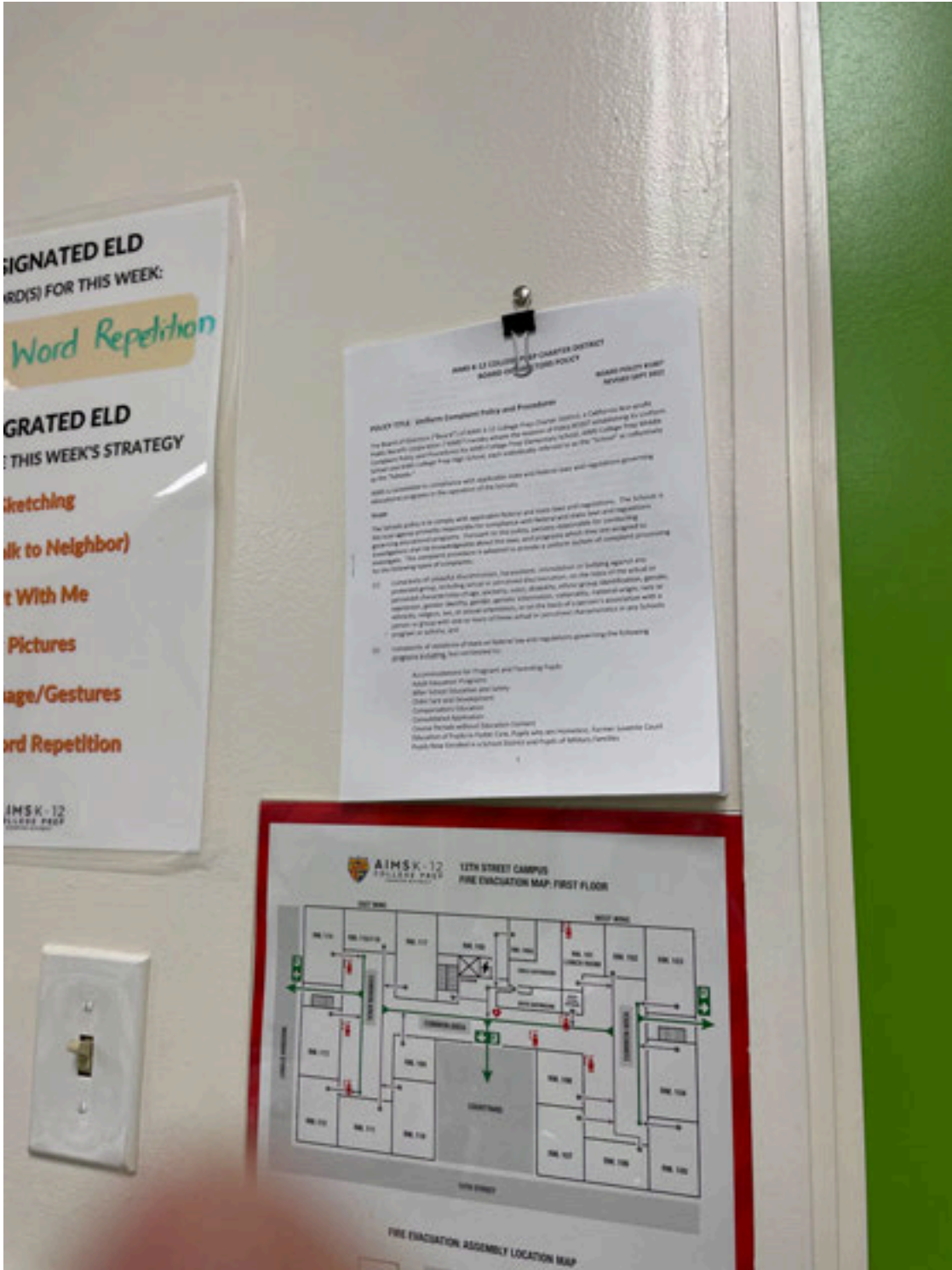
Room 106



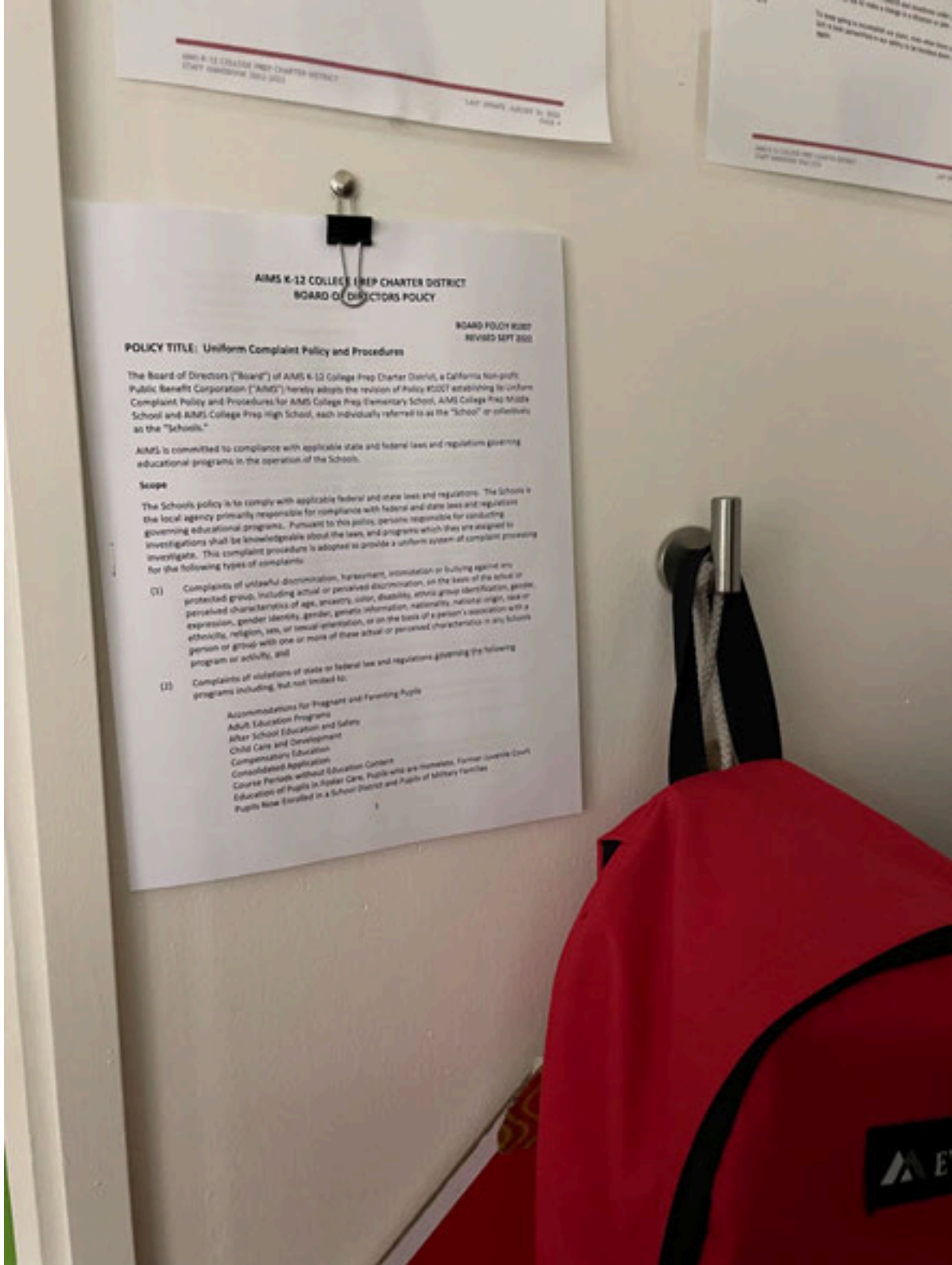
Room 107



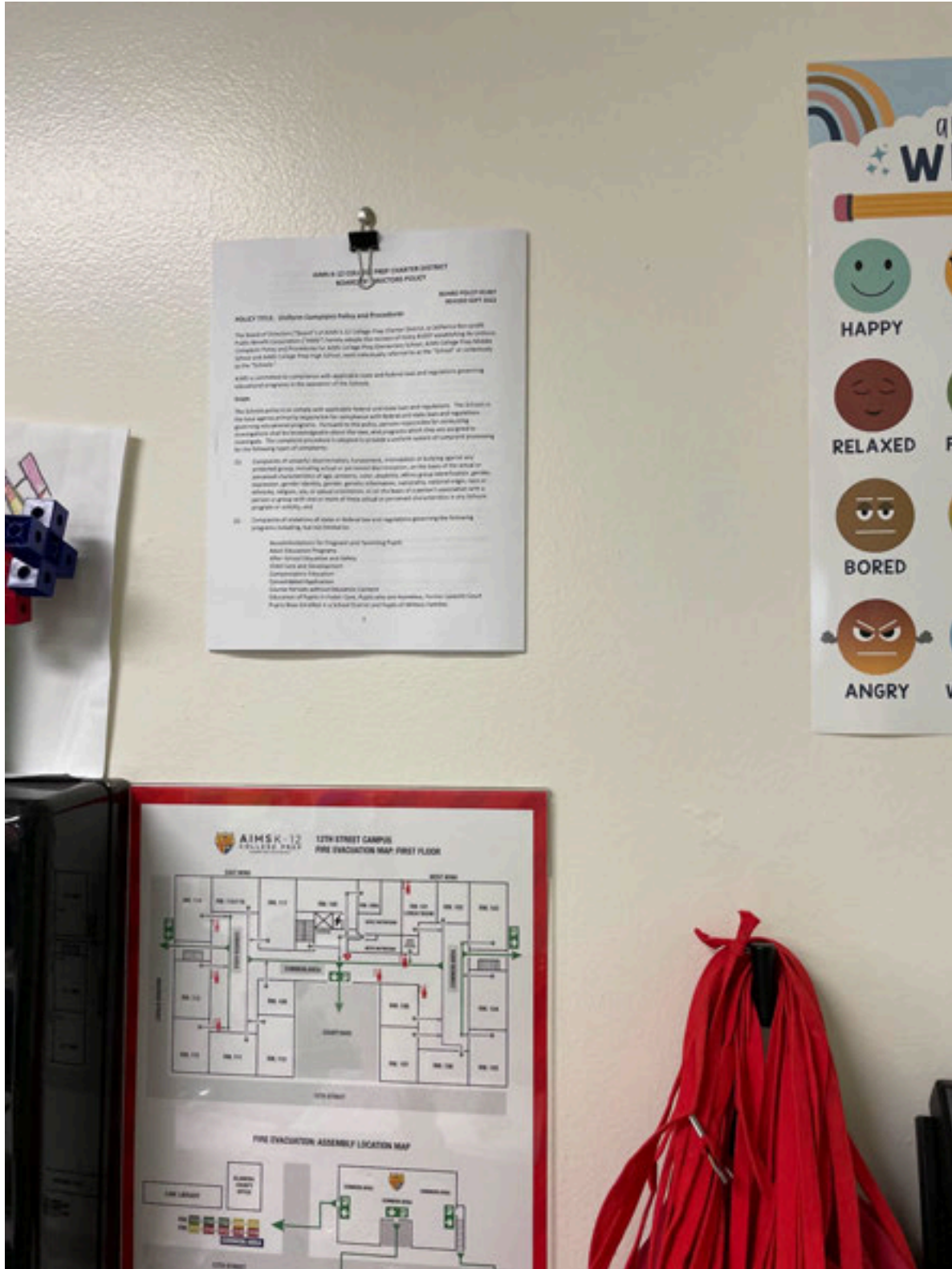
Room 108



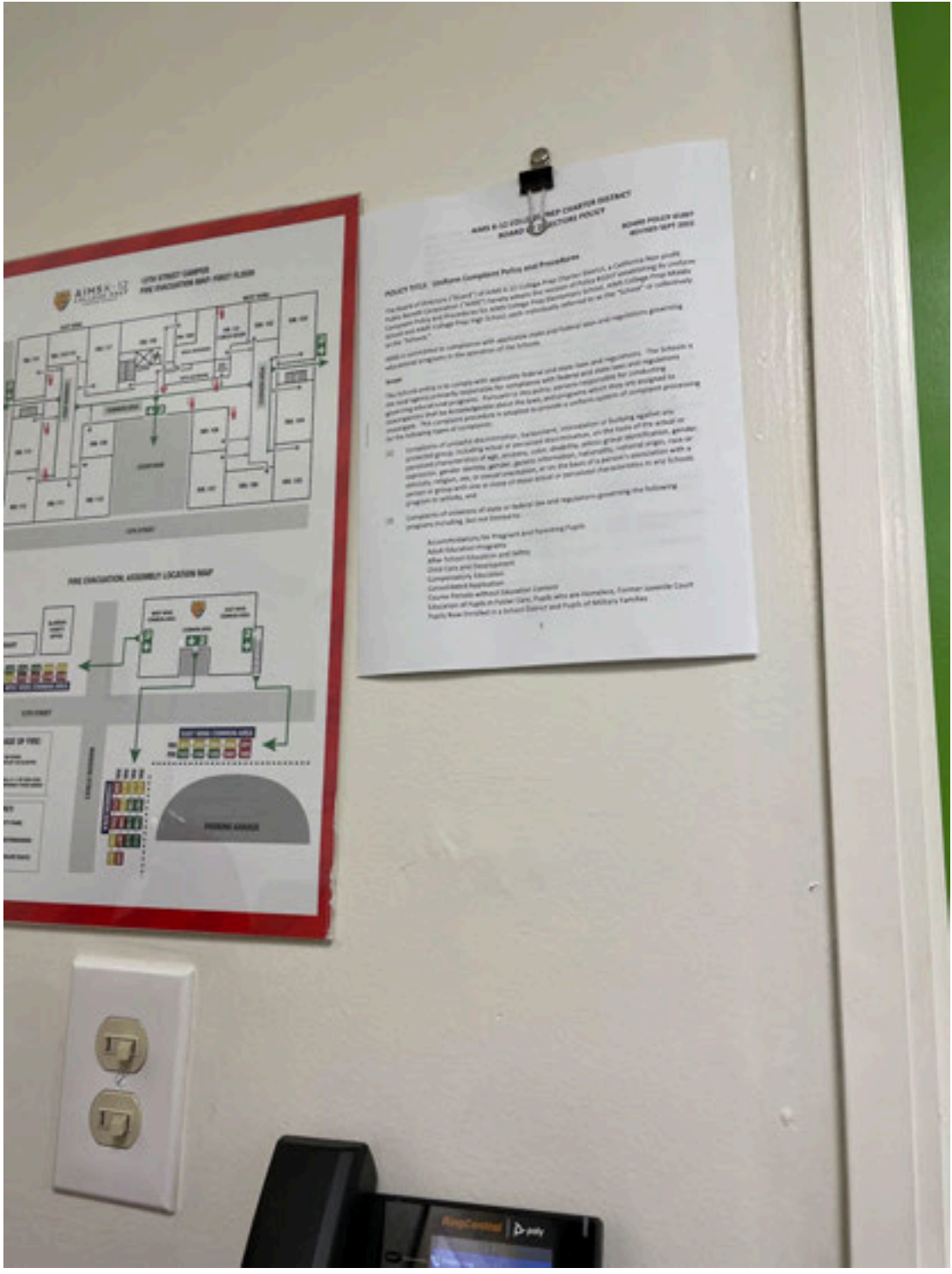
Room 110



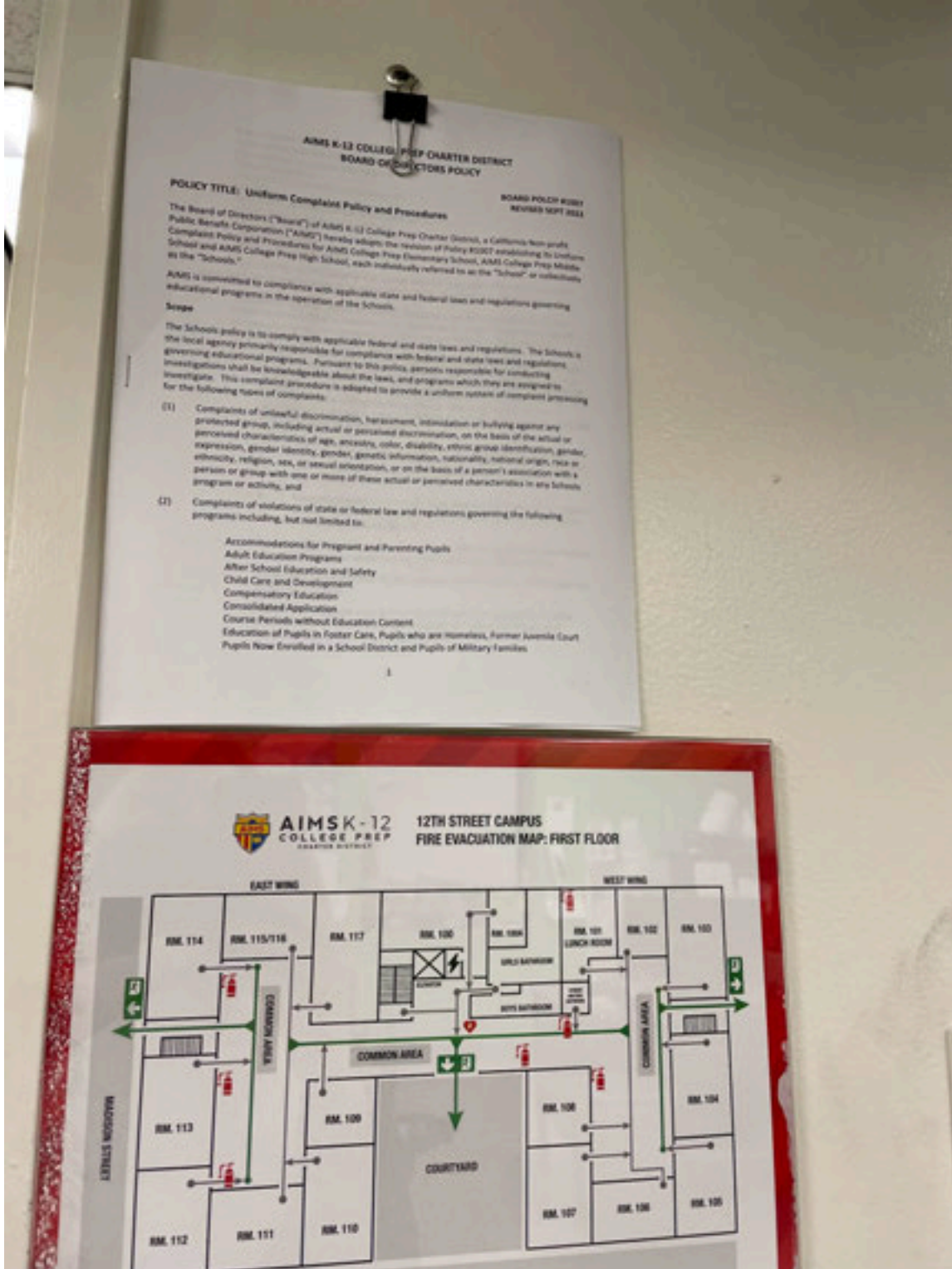
Room 111



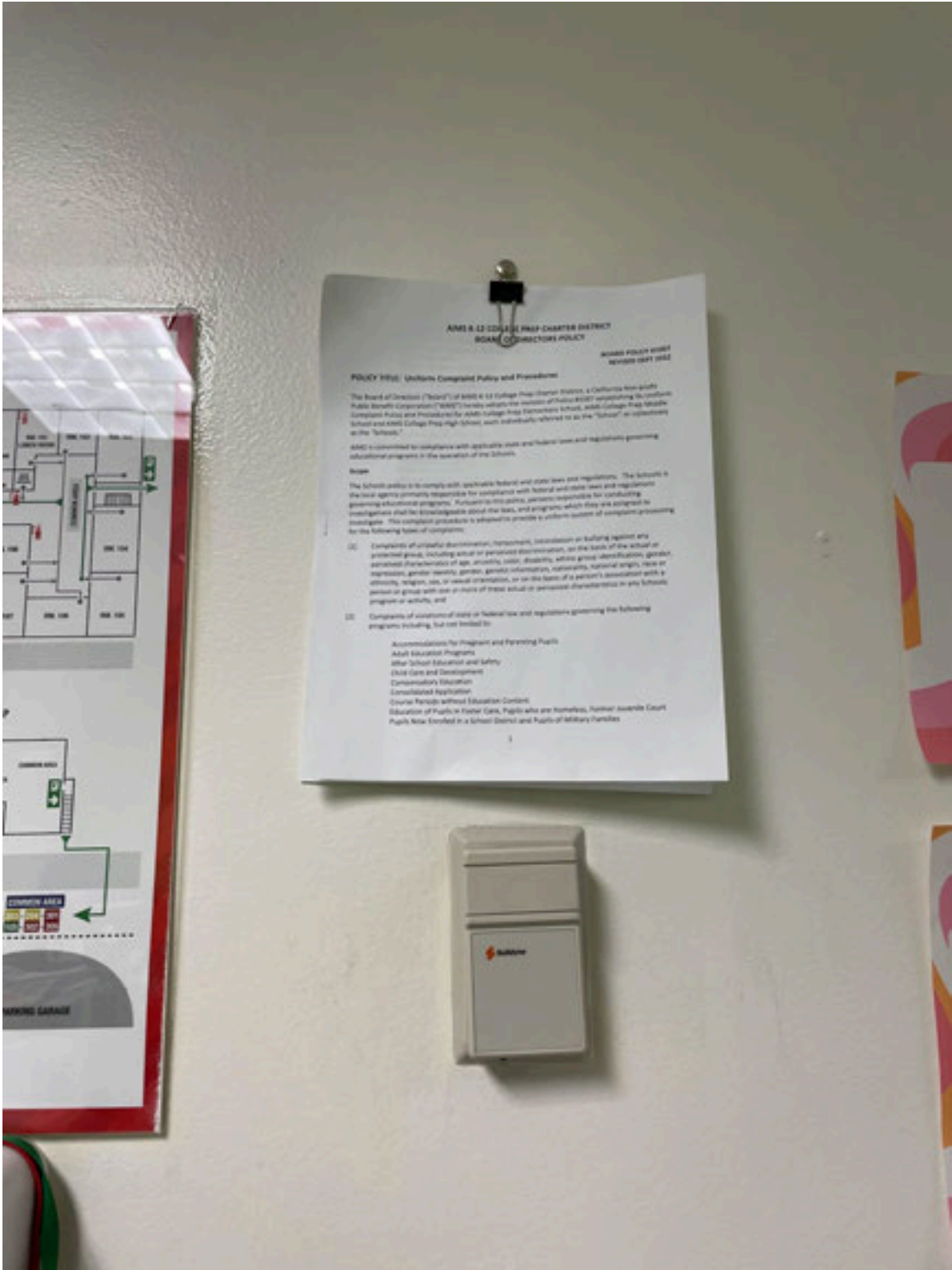
Room 112



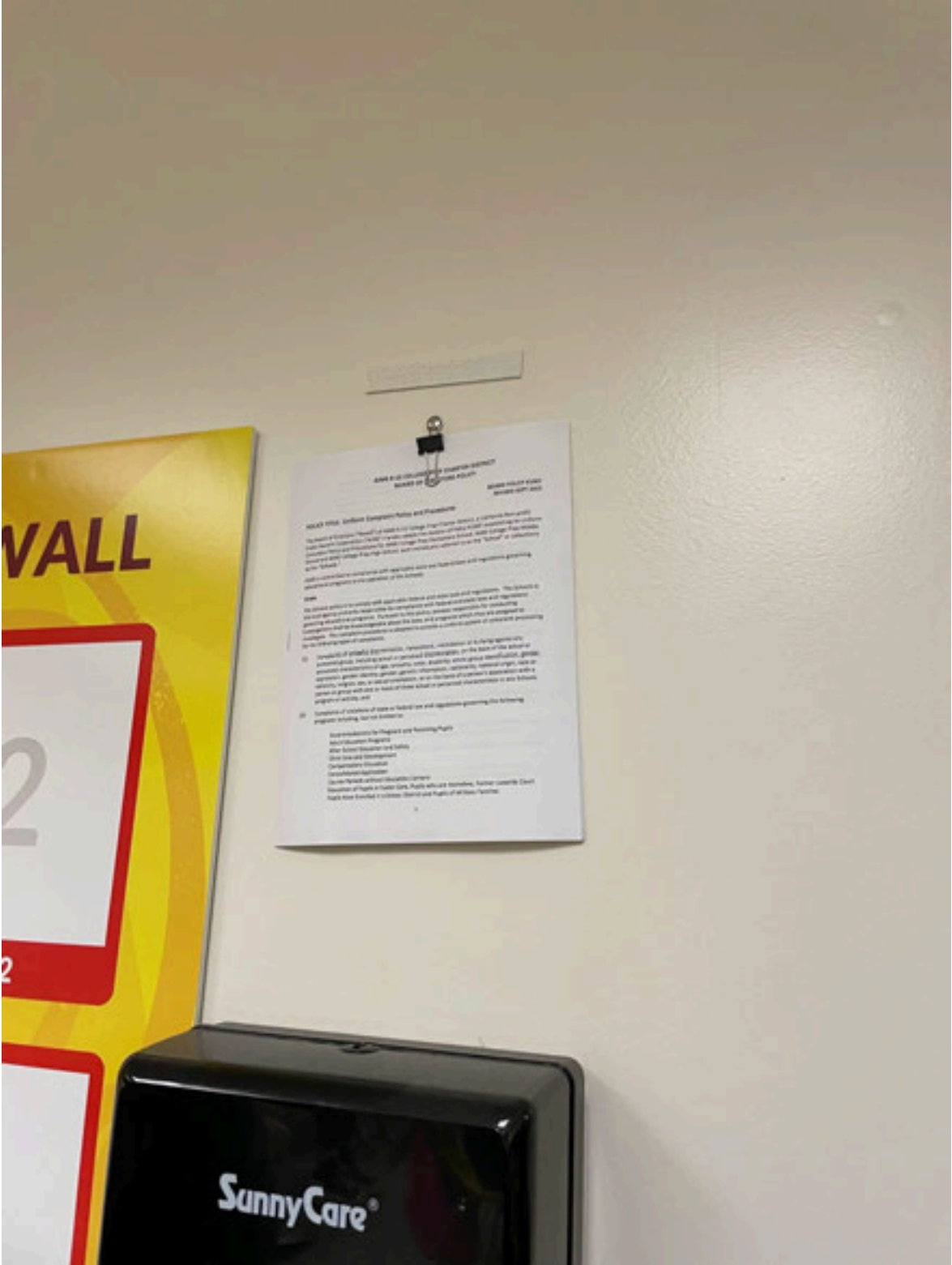
Room 113



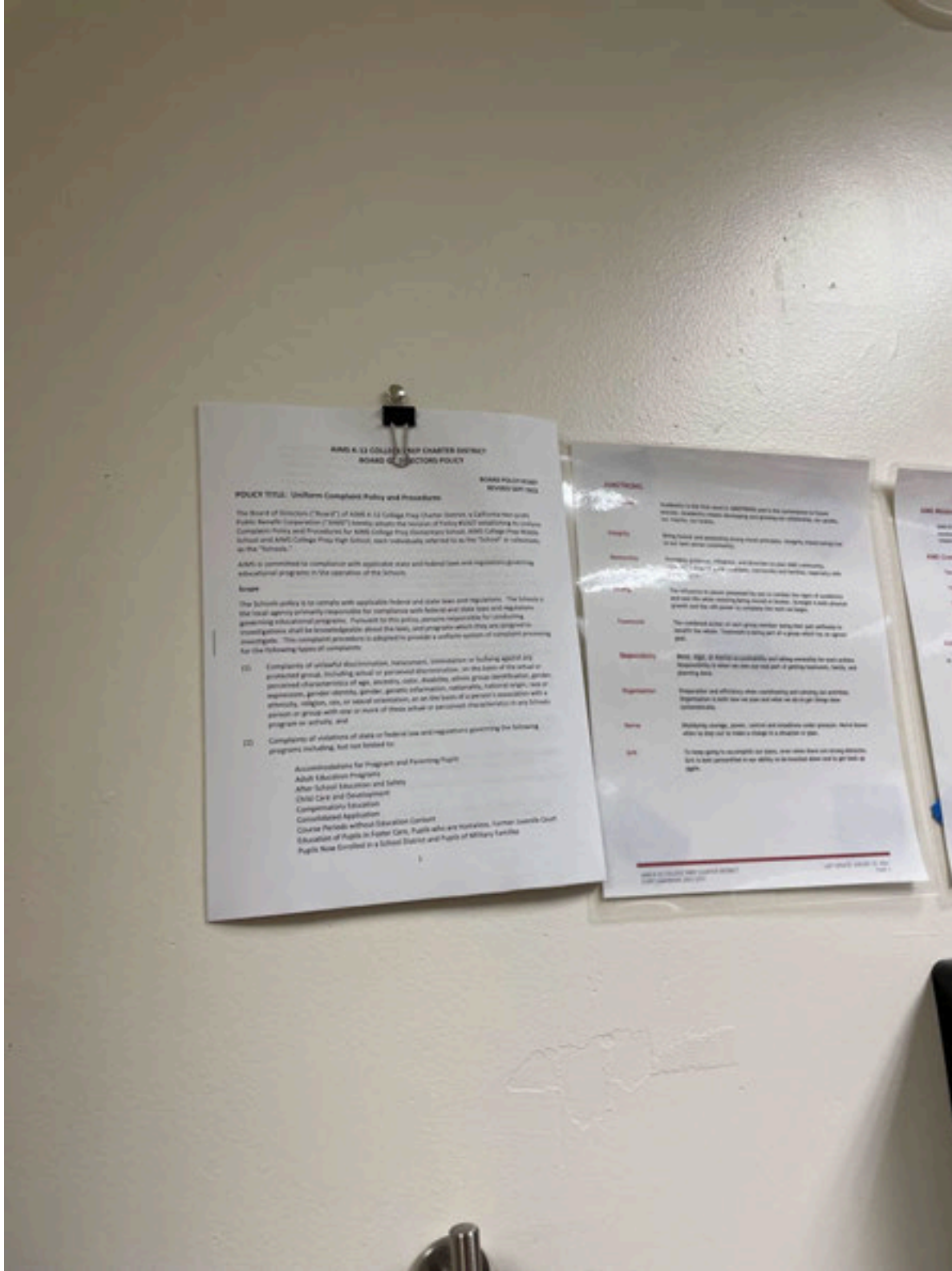
Room 114



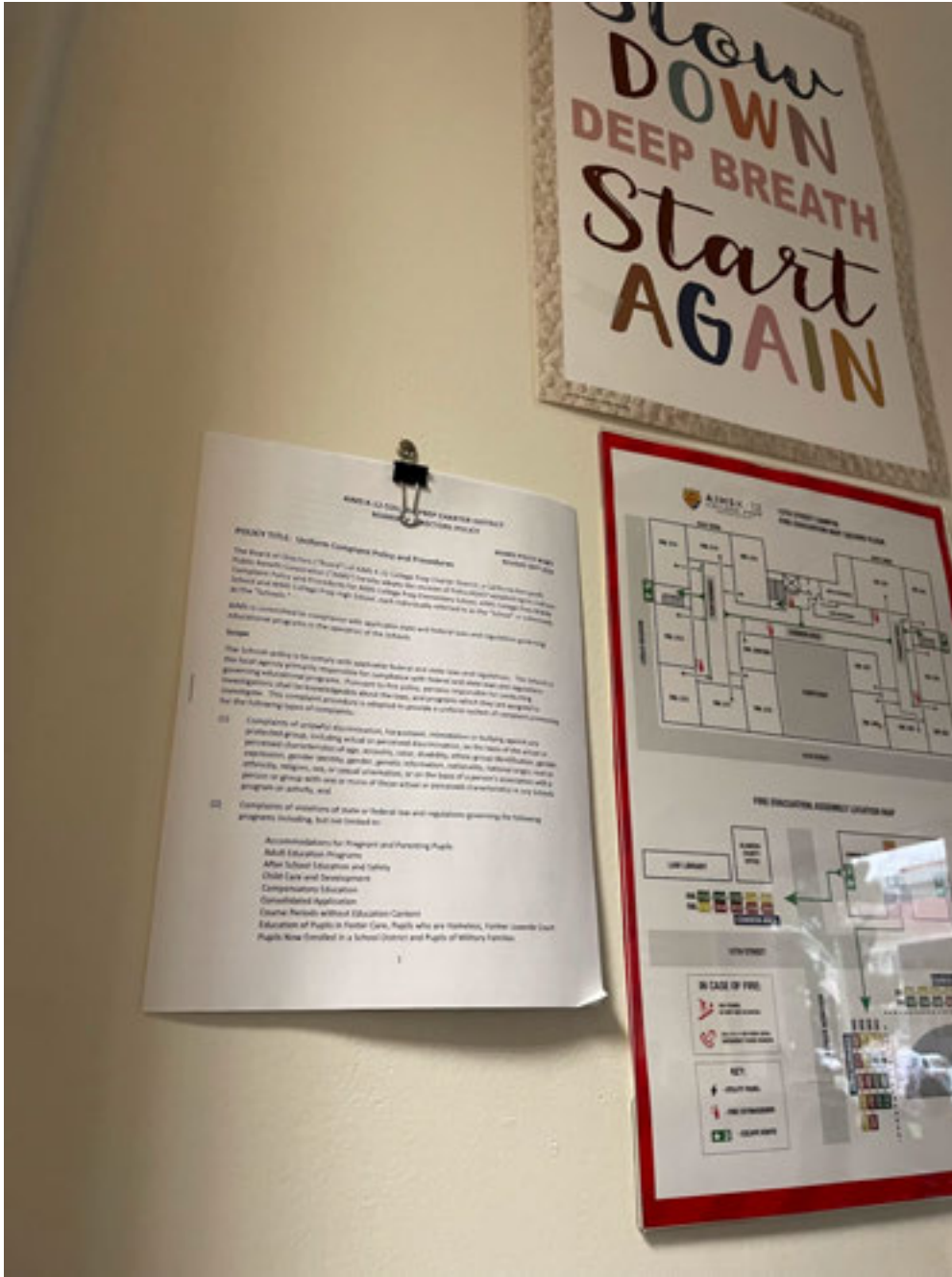
Room 117



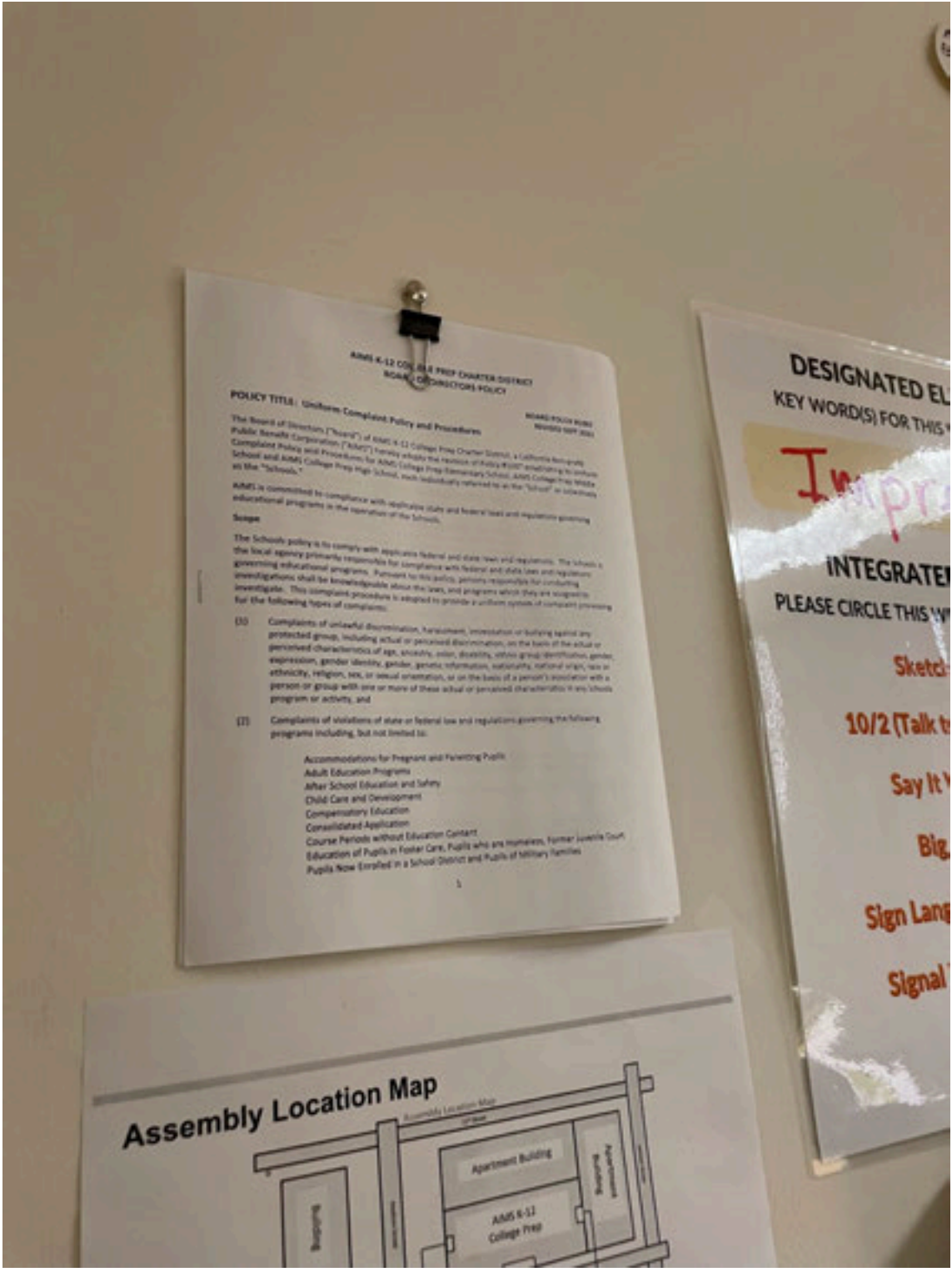
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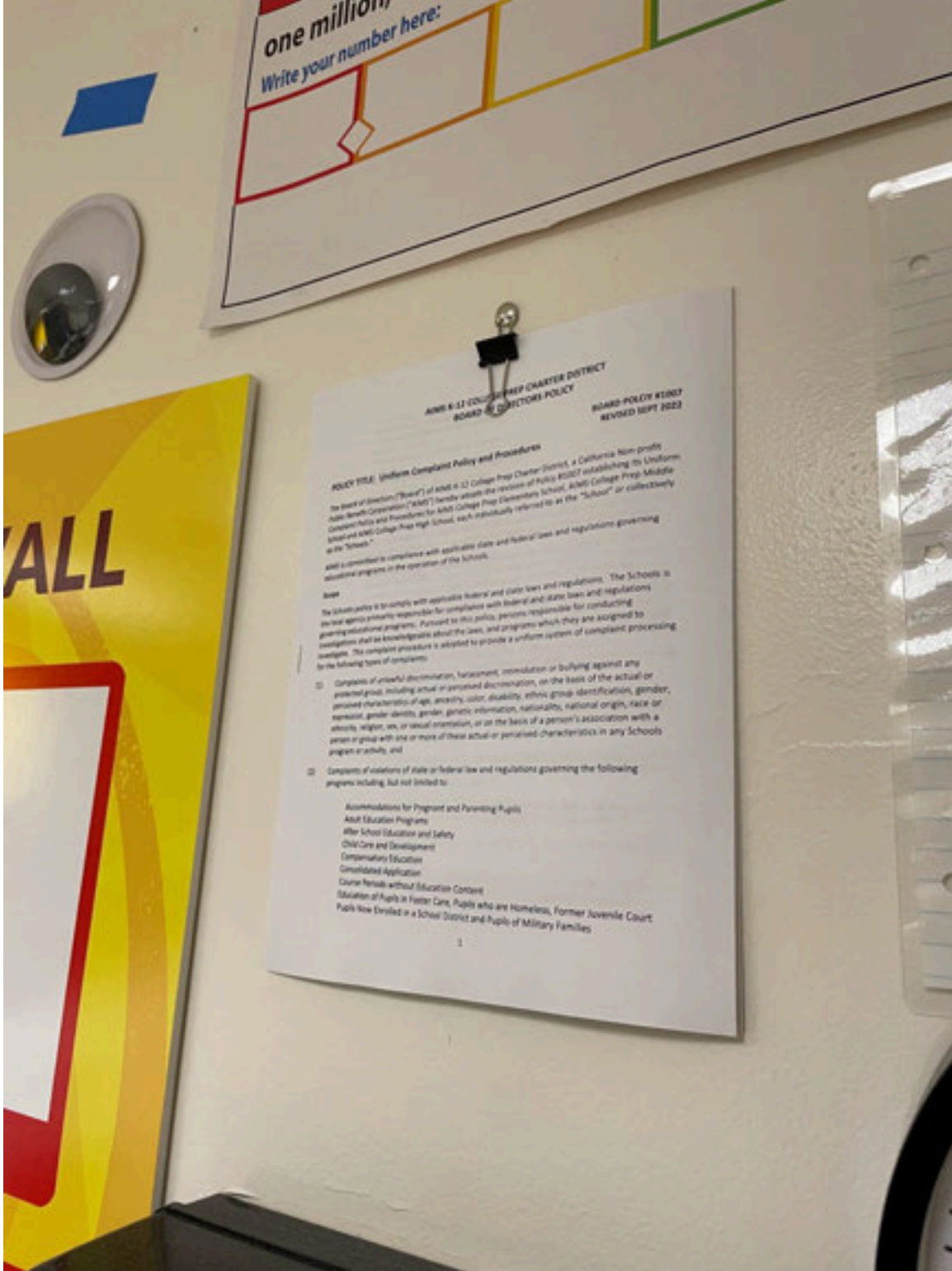
Room 203



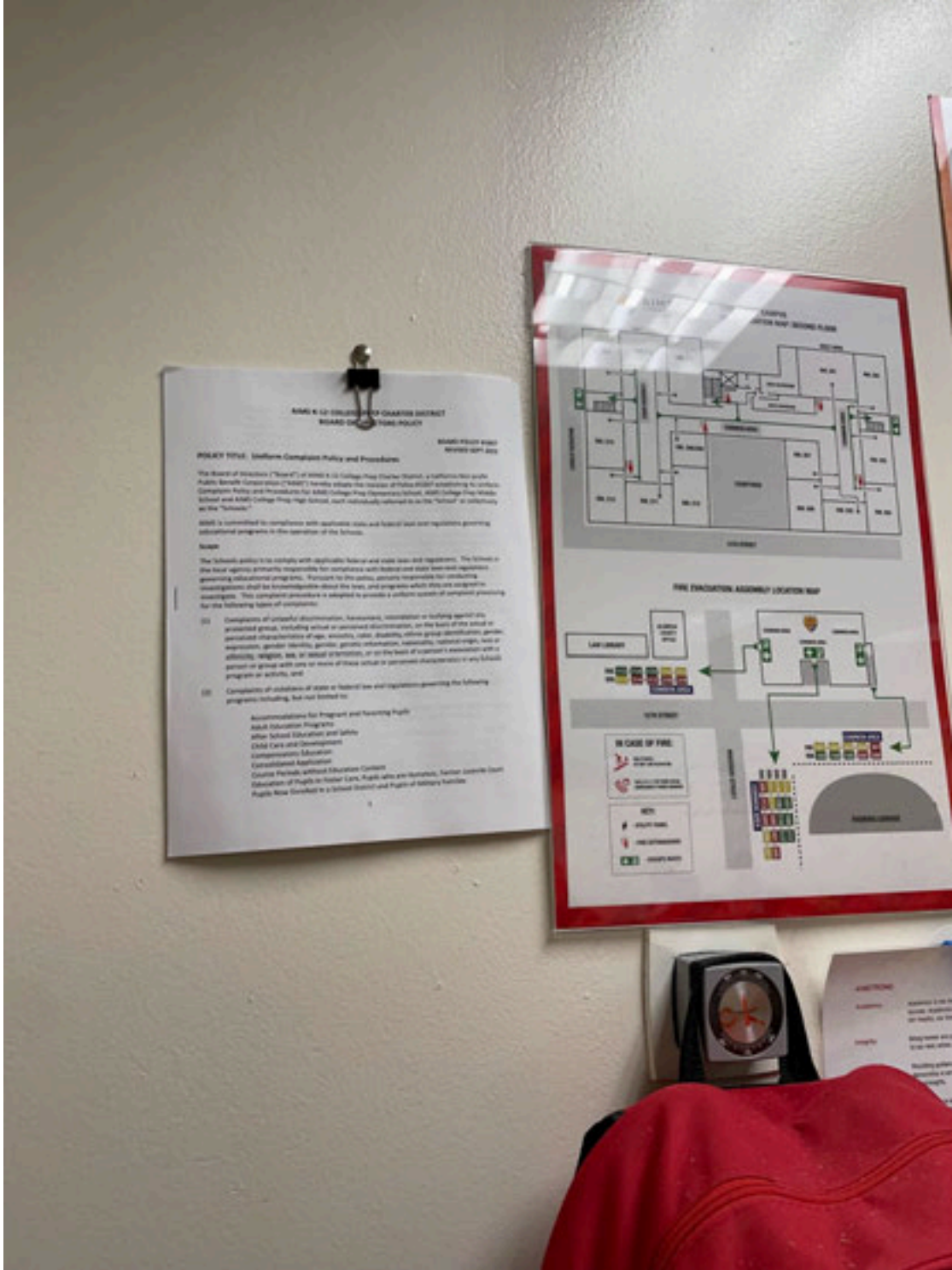
Room 204



Room 205



Room 206



Room 207



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)
AIPCS II
171 12th St | Oakland | CA 94607

E elementary@aimsk12.org
T 510-893-8701
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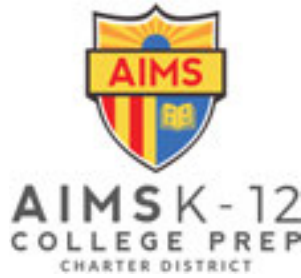
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CAP Committee Progress Monitoring Report Evidence

EXHIBIT G(2)



MANDATORY TRAININGS FY23-24

Attendees:

AIMS K12 College Prep Employees

Training Range Dates

Start date: August 1, 2023

End date: December 20, 2024

1. Mandated Reporter: Child Abuse and Neglect (All AIMS Employees)

The Vector training course this required for all staff to complete provides background information on the different types of child abuse/child maltreatment. It offers training scenarios for physical abuse, neglect, sexual abuse, and emotional abuse, identifies indicators to assist in abuse and neglect, states the legal responsibilities of reporting and handling disclosures, and uses the Internet, pdf files, and documents to provide specialized reference materials.

2. Sexual Harassment (All AIMS Employees)

AIMS complies with CA employment law to ensure the staff are trained on an annual basis. This training is provided through our training platform Vector Solutions.

California employment law all employees must complete training courses on preventing sexual harassment and abusive conduct in the workplace that satisfy California's legal training requirements pursuant to Government Code section 12950.1 California law requires all employers of 5 or more employees to provide training to its supervisory and nonsupervisory employees on sexual harassment and abusive conduct prevention.

3. Title IX (Sports Coaching and Leadership Staff)

Title IX regulations require any individual designated by a local educational agency ("LEA") as a OMBUDSMAN, investigator, decision-maker, or any person designated to facilitate an informal resolution process, must receive training on the definition of sexual harassment under the law, the scope of the LEA's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.



Compliance Director, Tiffany Tung

The compliance department monitors mandated training through Vector Solutions, a training development platform. This system allows AIMS to track and monitor progress of mandated training. Training data is then transferred into the Paycom HRIS system which will eventually be stored within EPICENTER, a web based performance management system.

The proposed dates for FY 24/25 will begin August 1, 2024-December 2024



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CAP Committee Progress Monitoring Report Evidence

EXHIBIT H



AIMS K-12 College Prep Charter District

Title: OMBUDSPERSON

Category: Classified Management

Work Year: Full Time

Employment Type: Classified Management

Starting Range: \$90,770-\$103,637.32

FLSA: Exempt

Supervisor: Superintendent

JOB GOALS: Position Summary The ombudsperson is a designated resolution practitioner whose major function is to provide confidential and informal assistance to constituents of the AIMS community, which includes students, staff, faculty, and/or administrator. Serving as a designated 3rd party, the ombudsperson acts as a source of information and referral, aids in answering individual's questions, and assists in the resolution of concerns and critical situations. In considering any given instance or concern, the point of view of all parties that might be involved is taken into account. This office manages the AIMS Uniform Complaint Procedure process.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Reporting The ombudsperson function is independent of existing administrative structures and reports directly to the Superintendent of Schools. The ombudsperson will prepare a periodic report to the Superintendent of schools.
- Based on aggregated data, this report discusses trends in the reporting of issues or concerns, identifies patterns or problem areas in existing policies and practices, may recommend revisions and improvements, and may assess the climate of AIMS. Critical Skills and Characteristics Communication and Problem-Solving Skills.
- An ombudsperson must have outstanding communication skills and be able to communicate effectively with individuals at all levels of the organization, as well as, with people of all cultures.
- It is imperative that the ombudsperson has excellent problem-solving skills and be able to gather information, analyze it and, as necessary, help the inquirer develop appropriate options and actions. Decision-Making/Strategic Thinking Skills.

- An ombudsperson must be aware of how all decisions might impact the inquirer, as well as other stakeholders and AIMS. An ombudsperson must know how to proceed with issues, and help the inquirer assess who should be involved and at what stage.
- Conflict Resolution Skills. An essential element of the ombudsperson's role is that of facilitating the resolution of the conflict between parties. It is important that the ombudsperson have a thorough understanding of what leads to conflict, the nature of conflict, and methods of resolution.
- Organizational Knowledge and Networking Skills. An ombudsperson must be knowledgeable about the AIMS, its structure, culture, policies, and practices. The ombudsperson must have excellent networking skills, understand and participate in collaboration with others, and be able to establish and maintain broad contacts throughout the organization.
- Sensitivity to Diversity Issues. The ombudsperson must be sensitive to dealing with individuals from a wide variety of backgrounds and cultures. The ombudsperson must be open, and objective, and must seek to understand issues from multiple perspectives. The ombudsperson should be innovative in developing options that are responsive to differing needs. Composure and Presentation Skills.
- An ombudsperson should maintain a professional demeanor, should have strong presentation skills, and should be able to organize and communicate information to groups of varying size and hierarchical levels in the organization.
- Integrity. The ombudsperson must keep information confidential and an ombudsperson should not be risk-averse and should understand that this position may, on occasion, challenge even the highest levels of the administration in an effort to foster fair and just practices.
- Accountabilities Dispute Resolution, Consultation, and Referral Provide conflict resolution services to members of the AIMS community who are aggrieved or concerned about an issue and exercise good judgment.
- Assist inquirers in obtaining and providing relevant information regarding AIMS policies and procedures. Assist inquirers in clarifying issues and generating options for resolution. Facilitate the inquirer's assessment of the pros and cons of possible options. Encourage flexible administrative practices to maximize the institution's ability to meet the needs of all members of the campus community equitably.
- Follow up with inquirers as appropriate to determine outcome and further need of assistance. Policy Analysis and Feedback Serve as a resource for administrators in formulating or modifying policy and procedures, raising issues that might surface as a result of a gap between the stated goals of AIMS and actual practice.
- Provide early warning of new areas of organizational concern, upward feedback, critical analysis of systemic needs for improvement, and make systems change recommendations.
- College Community Outreach and Education. Design and conduct training programs for AIMS leadership in dispute/conflict resolution, negotiation skills and theory, civility, and related topics.

QUALIFICATIONS:

- Bachelor's degree, Advanced degree preferred.
- 3-5 years' minimum experience in Human Resources, Employee Relations, or other job-related areas of business, including staff and process oversight.
- Experience working with people of diverse backgrounds and cultures.
- Relevant dispute resolution training and/or ombudsperson experience is preferred.

KNOWLEDGE AND ABILITIES:

- Plan, organize and coordinate activities with others to meet the needs of students in areas related to client advocacy, crisis support, case management, and referral sources.
- Develop constructive solutions to problems and prepare appropriate resources. Coordinate auxiliary services within the school or department.
- Communicate, understand and follow both oral and written directions. Prepare, compile, verify and maintain records, data and reports.
- Analyze situations accurately and adopt an effective course of action.
- Prepare and deliver oral presentations and in-services. Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Plan and organize work to meet schedules and timelines.
- Work collaboratively and build positive relationships with a diverse range of students, staff and community.
- Demonstrate loyalty and high ethical standards.
- Learn new or updated computer systems and programs to apply to current work. Provide direction and support to site leaders, District leaders, families and staff in support of district goals and initiatives.
- Negotiate skillfully in difficult situations and create solutions to promote compromise. Think outside the box and develop new methods or solutions inspiring others to reach a common goal
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval



AIMS K-12 College Prep Charter District

Title: Employee Relations Coordinator & HR Coordinator (Amendment update to Title)

Category: Classified

Work Year: 12 months

Employment Type: Full time

Starting Range: 70,000 - 74,295.45

FLSA: Exempt

Supervisor: Ombudsperson

JOB GOALS: The Employee Relations Coordinator, under the supervision of the Ombudsperson, is accountable for maintaining effective employee relations for the District, by providing professional support and guidance to employees regarding benefits, leaves, and other employee support related areas. The position is the first line of engagement for employees who are seeking resolution of concerns and employee-related inquiries.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Manage all aspects of benefits administration
- Coordinate and manage all leaves of absence
- Maintains accurate records and documentation pertaining to employee relations issues.
- Investigating and responding to concerns from faculty, staff, parents, or other stakeholders
- Implements policies and procedures related to concern resolution
- Facilitates informal mediation among parties involved in disputes
- Communicates protocols for filing grievances and appeals
- Provides periodic reports on concerns resolution data to district administrators
- Ensures that all concerns resolutions are handled in accordance with district and state regulations
- Monitors and reports trends in concerns within the district and proactively develops solutions to address issues before they become problematic
- Ability to meet travel requirements
- All other duties as may be assigned

QUALIFICATIONS:

- Minimum two years experience providing support to a diverse workforce population
- Excellent verbal and written communication skills.
- Bachelor’s degree in psychology or related field required
- CA Driver’s license required

KNOWLEDGE AND ABILITIES:

- Maintain confidentiality at all times with employee information
- Skill in Microsoft Word, Excel, and PowerPoint, as well as Google Mail and Google Docs (preferred)
- Must have demonstrated ability to maintain confidentiality, and use good judgment and problem-solving skills.
- Ability to maintain professional composure at all times
- Ability to act as an impartial arbitrator

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 25 Walking: 25 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 50 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 2 Reaching Overhead: 2 Kneeling or Squatting: 3

Climbing Ladders: 1 Climbing Stairs: 4

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: 11.21.23

www.Aimsk12.org

(Screen shot from main page)



<https://aimsk12.org/office-of-ombudsman>

(Screen shot from District Office link)

District Offices

- ORGANIZATIONAL CHART
- OFFICE OF OMBUDSMAN
- HUMAN RESOURCE
- BUSINESS SERVICES AND OPERATIONS
- HEALTH AND SCHOOL SUPPORT SERVICES
- PROGRAM COMPLIANCE
- MARKETING, COMMUNICATIONS AND RECRUITMENT
- ACADEMIC DATA AND PERFORMANCE
- SPECIAL EDUCATION
- STUDENT ACTIVITIES

THE OFFICE OF OMBUDSMAN



MR. HAAR

Ombudsman
Contact ombudsman



MS. MOGHADAM

Human Resource and Employee Relations Coordinator



AIMS K-12 College Prep Charter District

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CAP Committee Progress Monitoring Report Evidence

EXHIBIT J

Home > Submission Detail

Submission Detail

Organization:	Oakland Unified School District
Submission Type:	Complaint and/or Internal Dispute Resolution Policy
Requirement:	Complaint and/or Internal Dispute Resolution Policy
Description:	---
Event Date:	9/15/2023
Due:	9/15/2023
Grace Extension:	None
Submission Instructions:	Include procedures and forms; must include Uniform Complaint Procedure; may include other forms and systems established by school.

Submission

Board:	AIMS Board
Status:	Accepted
Notes:	Attached is the document with the updated contact information.
Approved Date:	9/20/2022

Files:	<p>Complaint andor Internal Dispute Resolution Policy - Approved 2022-09-20.pdf</p> <p>Complaint andor Internal Dispute Resolution Policy - Approved 2023-09-20 (Part 2).pdf</p>
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Details

Submission	9/28/2023 2:35 PM PDT (Magana, Marisol)
Review	10/3/2023 11:23 AM PDT (Nuño, Ms. Guadalupe (Lupe))

Acceptance

11/29/2023 2:17 PM PST (Doost, Marwa)

Return History

[Complaint andor Internal Dispute Resolution Policy - Approved 2022-09-20](#) (Returned - 9/27/2023 8:41 PM PDT)

Submission Notes

Notes linked directly to the submission/upload.

Close

Home > Compliance Detail



Classifications (5) ▾
Entities (2) ▾
Submission Types (37) ▾
Time Period ▾
Sorting and Outputs ▾

Due Dates from 7/1/2023 through Today

Items 1-20 of 45

Requirement	Status	Event Date	Due	Days Late	Responsible
Attendance Reports American Indian Public Charter School II (School)	Accepted	8/3/2023	8/3/2023	✓	External: School Staff
Student Exit Reports American Indian Public Charter School II (School)	Accepted	8/3/2023	8/3/2023	✓	External: School Staff
Attendance Reports American Indian Public Charter School II (School)	Accepted	8/31/2023	8/31/2023	✓	External: School Staff
Student Exit Reports American Indian Public Charter School II (School)	Accepted	8/31/2023	8/31/2023	✓	External: School Staff
Board-Approved Unaudited Actual American Indian Public Charter School II (School)	Accepted	9/1/2023	9/1/2023	✓	External: School Staff

Accreditation (High Schools Only) American Indian Public Charter School II (School)	Accepted	9/15/2023	9/15/2023	✓	External: School Staff
Admission, Enrollment and Exit Procedures American Indian Public Charter School II (School)	Accepted	9/15/2023	9/15/2023	✓	External: School Staff
Affidavit of TB Testing/DOJ Clearance Compliance American Indian Public Charter School II (School)	Accepted	9/15/2023	9/15/2023	✓	External: School Staff
Annual Board Meeting Calendar AIMS Board (Board)	Accepted	9/15/2023	9/15/2023	65	External: School Staff
Application Form American Indian Public Charter School II (School)	Accepted	9/15/2023	9/15/2023	✓	External: School Staff
Bell Schedule American Indian Public Charter School II (School)	Accepted	9/15/2023	9/15/2023	✓	External: School Staff
Board Member Update Certification AIMS Board (Board)	Acceptance Pending	9/15/2023	9/15/2023	✓	External: School Staff

Bylaws AIMS Board (Board)	Review Pending	9/15/2023	9/15/2023	31	External: School Staff
Certificate of Liability Insurance/Evidence of Coverage AIMS Board (Board)	Accepted	9/15/2023	9/15/2023	24	External: School Staff
Certificate of Occupancy / Conditional Use Permit American Indian Public Charter School II (School)	Accepted	9/15/2023	9/15/2023	✓	External: School Staff
Complaint and/or Internal Dispute Resolution Policy AIMS Board (Board)	Accepted	9/15/2023	9/15/2023	12	External: School Staff
Conflict of Interest Policy AIMS Board (Board)	Accepted	9/15/2023	9/15/2023	✓	External: School Staff
Employee Handbook American Indian Public Charter School II (School)	Accepted	9/15/2023	9/15/2023	25	External: School Staff
Facilities Lease Agreement American Indian Public Charter School II (School)	Accepted	9/15/2023	9/15/2023	✓	External: School Staff

Family Handbook	Accepted	9/15/2023	9/15/2023	✓	External: School Staff
American Indian					
Public Charter					
School II (School)					

Items 1-20 of 45

[Home](#) > Submission Detail

Submission Detail

Organization:	Oakland Unified School District
Submission Type:	Employee Handbook
Requirement:	Employee Handbook
Description:	---
Event Date:	9/15/2023
Due:	9/15/2023
Grace Extension:	None
Submission Instructions:	Personnel policy/ies and/or documentation provided to all employees regarding terms of employment; including mandated child abuse reporting, non-discrimination, sexual harassment, and complaint procedures.

Submission

School:	American Indian Public Charter School II
Status:	Accepted
Notes:	Here is the 2023-2024 handbook.
School Year:	2023-2024

Files:	2023-2024 Employee Handbook.pdf 2023-2024 Employee Handbook.pdf
--------	--

Details

Submission	10/11/2023 11:14 AM PDT (Magana, Marisol)
Review	10/11/2023 12:45 PM PDT (Nuño, Ms. Guadalupe (Lupe))
Acceptance	11/22/2023 1:15 PM PST (Doost, Marwa)

Return History

[2023-2024 Employee Handbook](#) (Returned - 9/28/2023 5:04 PM PDT)

[2023-2024 Employee Handbook](#) (Returned - 10/3/2023 11:32 AM PDT)

Submission Notes

Notes linked directly to the submission/upload.

Close



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

171 12th St | Oakland | CA 94607

E elementary@aimsk12.org

T 510-893-8701

F 510-893-0345

www.AIMSK12.org

AIMS College Prep Middle School (6-8)

Formerly known as AIPCS

171 12th St | Oakland | CA 94607

E middle@aimsk12.org

T 510-893-8701

F 510-893-0345

AIMS College Prep High School (9-12)

Formerly known as AIPHS

746 Grand Ave | Oakland | CA 94610

E highschool@aimsk12.org

T 510-220-5044

F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT K



WELCOME AIMS MANAGERS

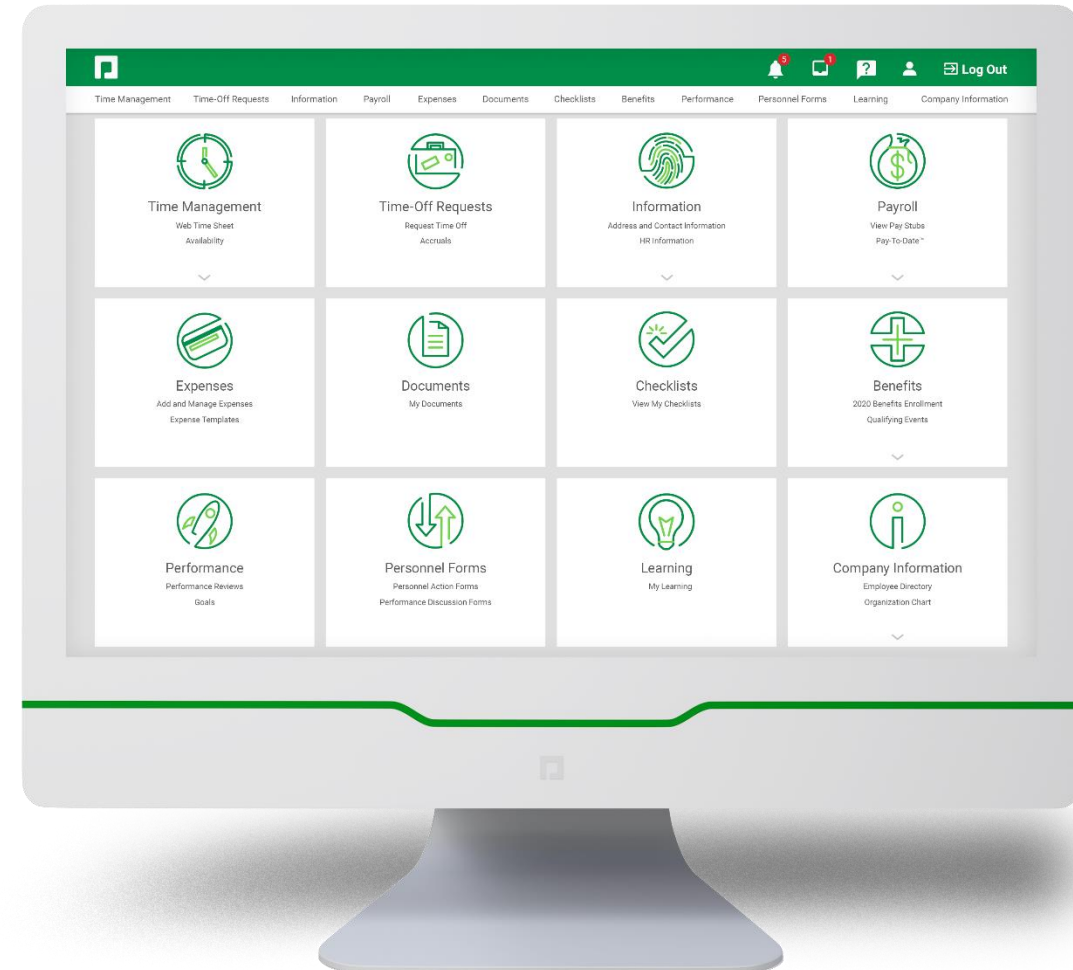
Wednesday, March 22nd

PAYCOM'S EMPLOYEE APP VIDEO

PAYCOM'S MANAGER SELF-SERVICE TRAINING

AGENDA

- » Important dates
- » Logging in to Paycom through the app
- » Manager overview
- » Questions



IMPORTANT DATES

Manager logins issued: [Tuesday, March 21st](#)

Manager workshop: [Friday, March 31st](#)

Checklist due date: [Monday, April 3rd by EOD](#)

> **Verify address & contact**

> **Verify direct deposit**

> **Verify tax information**

Accrual balances loaded: [Wednesday, April 5th](#)

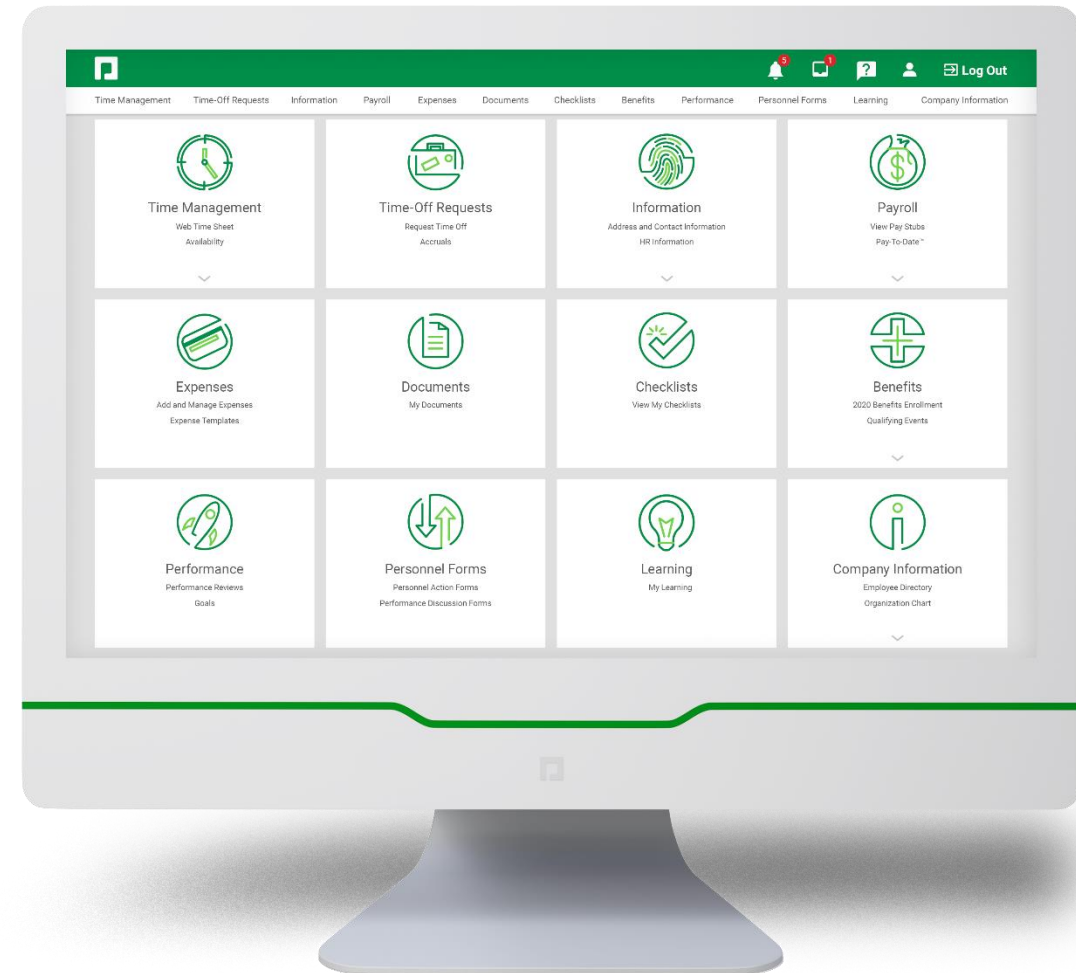
Timecards approved by: [Monday, April 10th by EOD](#)

Approve My Check™ by: [Wednesday, April 12th by 9:00 AM PST](#)

First check date: [Friday, April 14th](#)

YOU WILL LEARN HOW TO...

- » Log in to the user side of Paycom
- » Approve/deny punch change requests
- » Review employee timecards
- » Approve/deny time-off requests

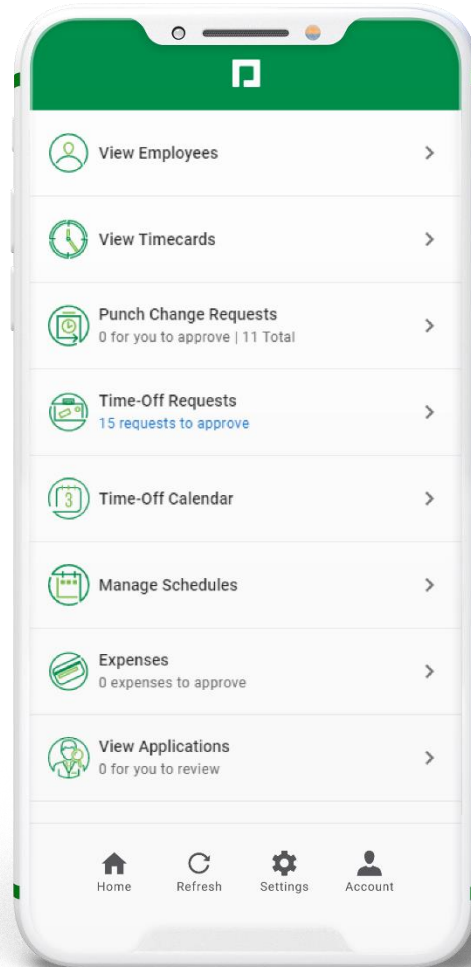


WHAT IS APPROVE MY CHECK?

SHOW ME HOW

TO APPROVE MY CHECK





MANAGER ON-THE-GO[®]

Accessible through the Paycom mobile app, Manager on-the-Go allows managers to **complete approvals or perform other essential tasks** involving the employees they supervise.

Apple and the Apple logo are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc., registered in the U.S. and other countries.

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MEASURING SUCCESS IN PAYCOM

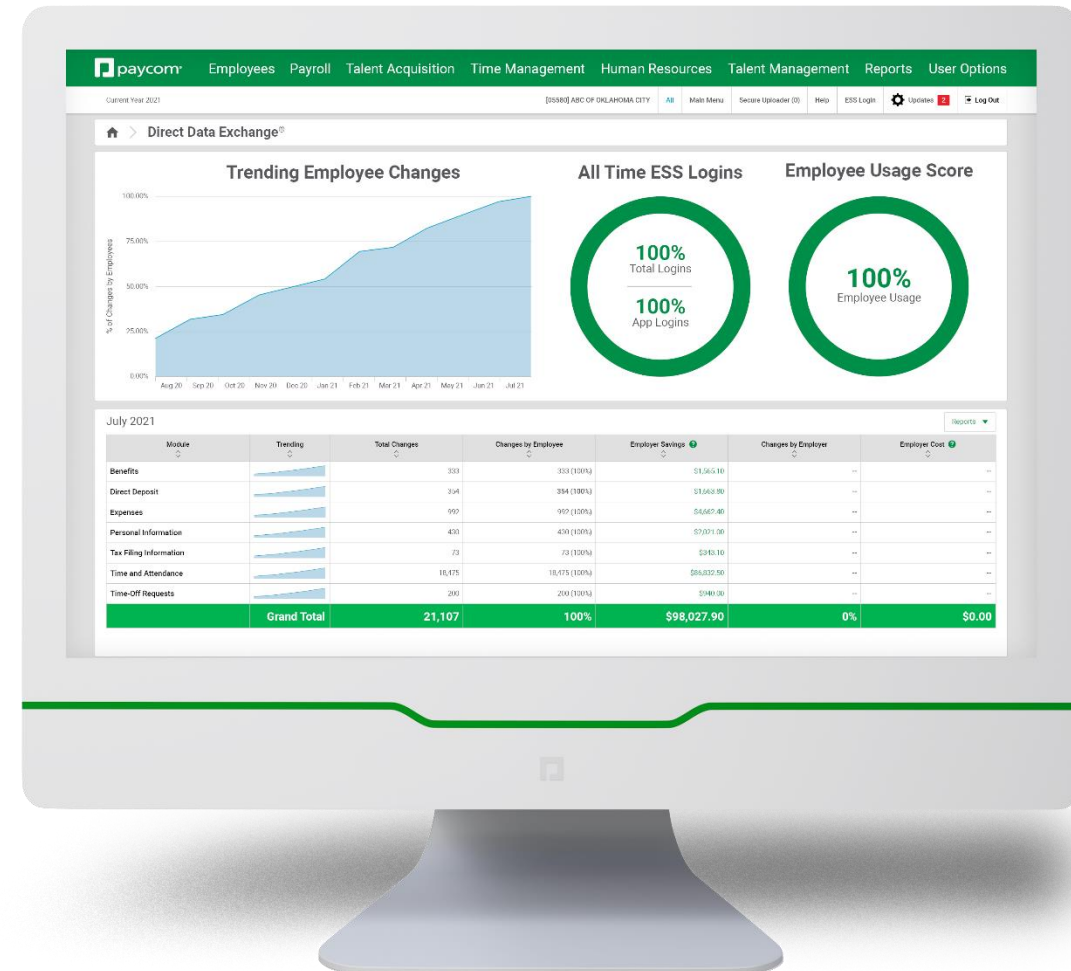
DIRECT DATA EXCHANGE®

Purpose: allows managers to track and measure activity of associated organizational costs, resulting in a time savings for managers

With Direct Data Exchange, managers will be able to:

- » monitor employee logins
- » gamify Paycom procedures
- » view usage trends for best practice performance

Outcome: 100% usage of the Paycom solution reduces menial labor and increases employee ownership of day-to-day data input.



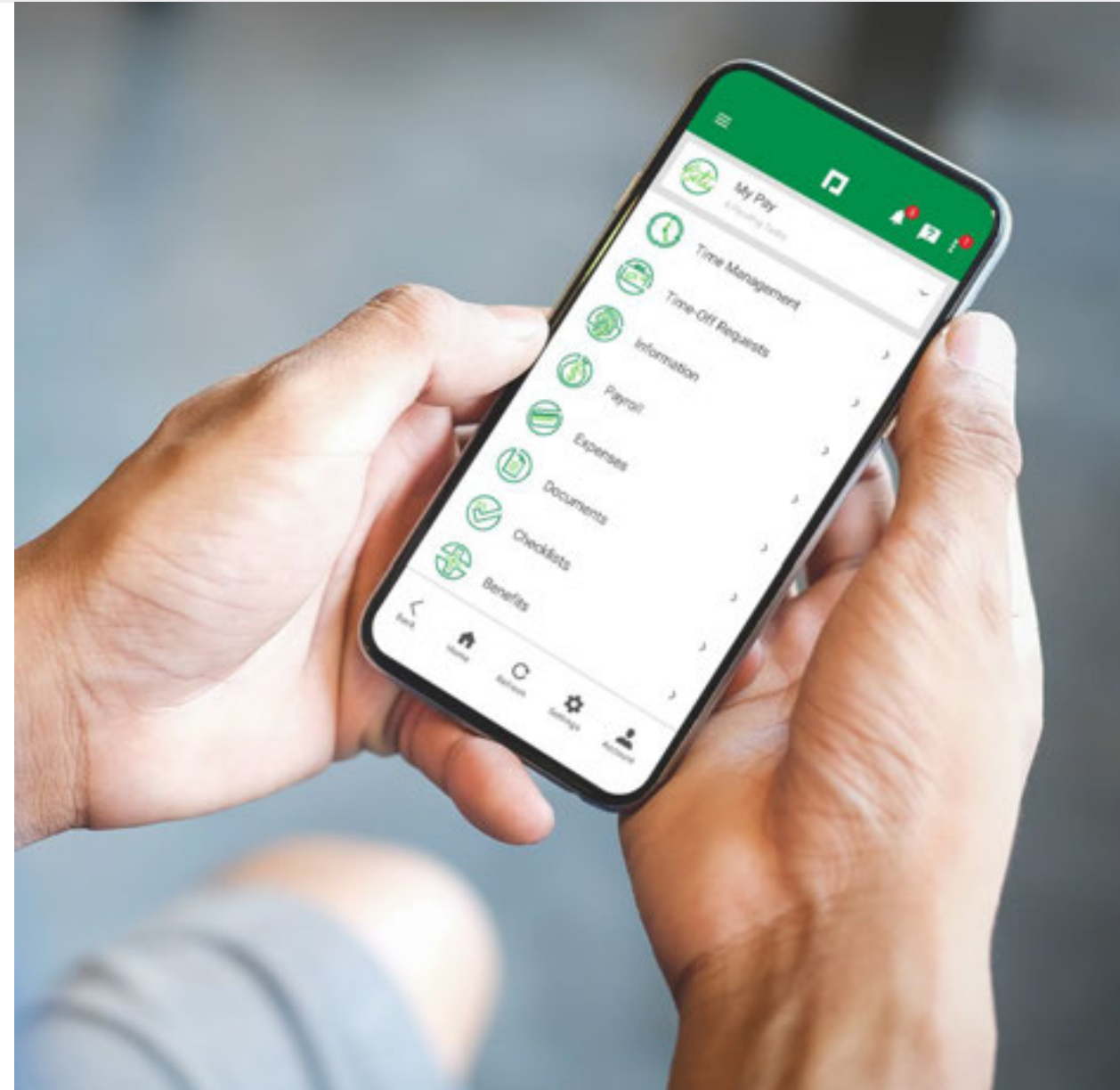
LOGGING IN TO PAYCOM

Manager Login Instructions:

- » Use the information provided to log in.
Example:
 - » Client code: [0NX54](#)
 - » Username: [*provided by your Payroll team](#)
 - » Password: [*provided by your Payroll team](#)
- » You have the ability to change your password after you log in.

Employee Login Instructions:

- » Use the information provided to you to log in.
Example:
 - » Username: [sent by Paycom "systemmessage"](#)
 - » Temp Password: [sent by Paycom "systemmessage"](#)
- » You have the ability to change your username & password after you log in



MANAGER OVERVIEW



QUESTIONS?



Kickoff Meeting

Presenter: Krystle Cocadiz



AGENDA

1

Team Introductions

2

Paycom Delivery Approach

3

Processing Payroll in Paycom

4

Measuring Success

5

Implementation Timeline

6

Key Takeaways



BKM OFFICEWORKS - CLIENT ROLES AND RESPONSIBILITIES

1

Executive Sponsor

2

Implementation Owner

3

Payroll/General Ledger Contact

4

Human Resources Contact



Paycom Project Oversight

TSR Regional
**Mandy
Challingsworth**

TSR Manager
**Jacqueline
Santayana**

NCS Supervisor
Sara Likes

NCS Team Lead
Melina Christensen

Paycom Project Leads



TSR
Krystle Cocadiz



Sales
Henry Cawthorne



NCS
Marisa Frye



Benefits Coordinator
Crystal Story

Paycom Additional Resources

HCM Specialist

Tax Team

Banking

DELIVERY APPROACH

Data Collection

- » Ensure migration of data from **Paybridge**
- » Data Extraction Team
- » Data Review Call

Validation

- » Ensure 100% system setup accuracy
- » Employees complete data verification checklist
- » Verification reports provided to every client
- » Employees will approve their check to confirm 100% accuracy

Go-Live

- » Deployment of strategic timeline to include training and go-live dates
- » Full adoption of usage strategy
- » Automation of first payroll with **Beti®** along with full utilization of check approvals

Configuration

- » Prescriptive setup of data pulled from **Paybridge** and built into Paycom
- » Tailored setup of company information and Paycom products to ensure 100% employee and client utilization

Training

- » Engagement and adoption of technology by employees and client user
 - Paycom University
 - on-demand webinars
 - instructor-led training
- » Ensure 100% employee utilization and check approvals

Final Overview And Transition to Long-Term

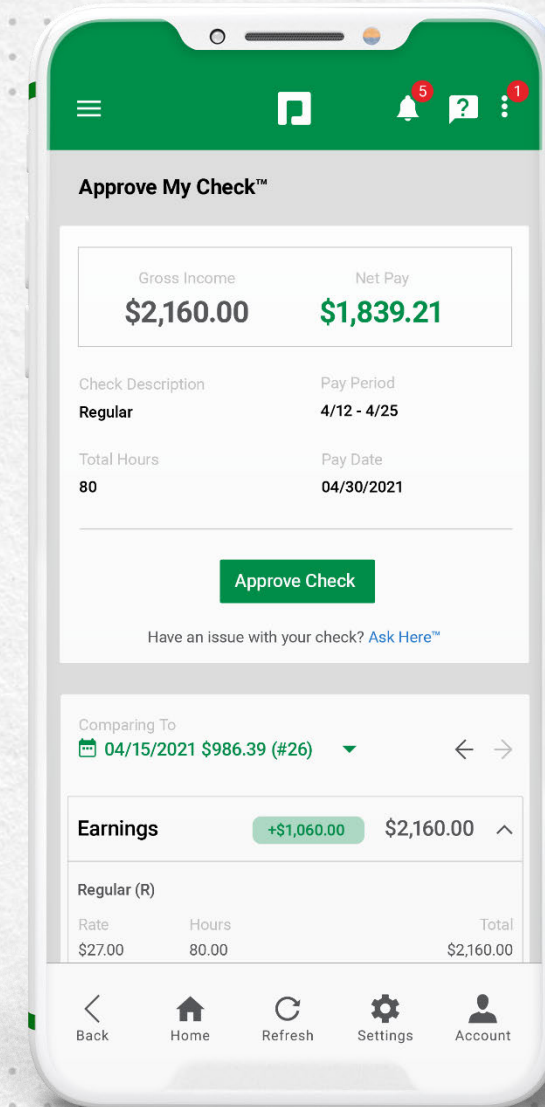
- » Strategic meeting to ensure 100% utilization of system and deployment of products
- » Introduction to dedicated specialist and client relations representative



Meet *Beti*™

Benefits to your employees

- » Full insight into their paychecks before payroll is run
- » Advanced clarity on how their pay changes due to tax withholdings, expenses, promotions and more
- » A visual of deductions, expenses and other allocations
- » A direct connection from them — not HR — to resolve errors before payday
- » A guided process to approving their paycheck



MEASURING SUCCESS

» Purpose

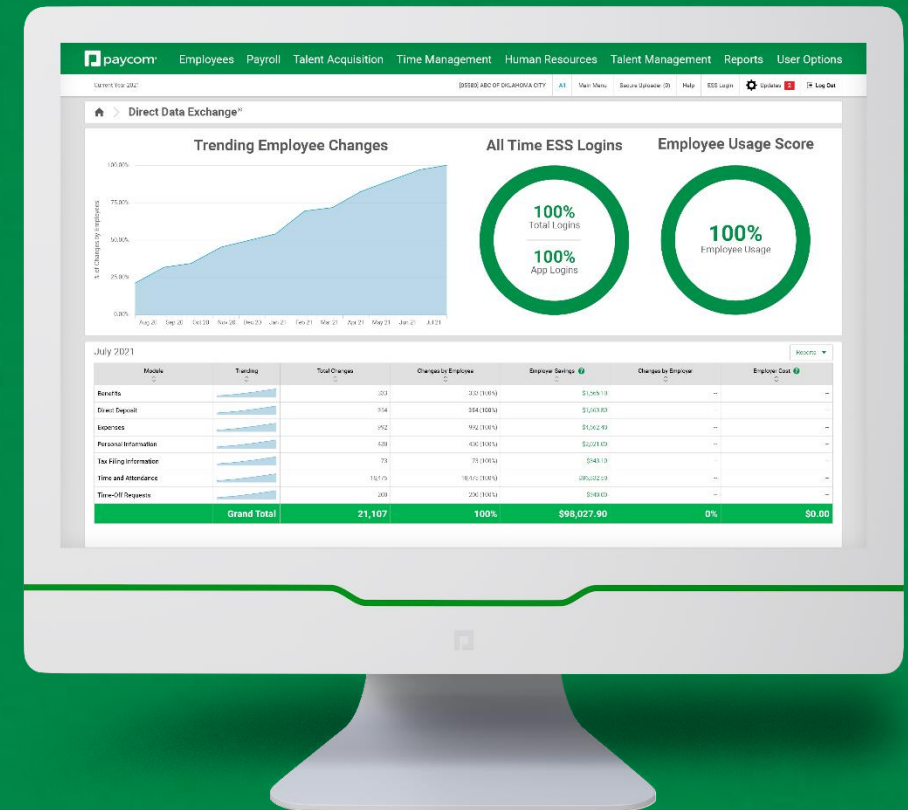
- Allows you to track and measure employee- vs. employer-driven changes and the associated organizational costs on an ongoing basis
- Ernst & Young study found that labor and non-labor costs associated with a manual HR task average \$4.70.

» Approach

- Paycom will assist with the training and resources needed to help {Client Name} empower employees to own their information.
- TSR will review your usage score and opportunity areas with you weekly

» Outcome

- 100% employee usage of the Paycom solution, reduced administrative costs, reduced organizational liability and a strong return on investment!



VISUALIZING SUCCESS

A Culture Shift to Empowered Employees and Reduced Liability

100% usage through eliminating liability and empowering employees means:

Step 1: Employee Self-Service

Employees will:

- Submit punch change requests and time-off requests
- Update personal information (address, phone number, emergency contacts, etc.)
- Update tax withholdings and direct deposit information
- Enroll in benefits and submit qualifying events
- Submit work expenses
- Approve their check

Step 2: Managers/Administrators

Managers/Administrators will:

- Approve/deny requests
- No longer need to make changes for employees
- Receive change notifications in real time
- Have less administrative work and more time for strategic initiatives

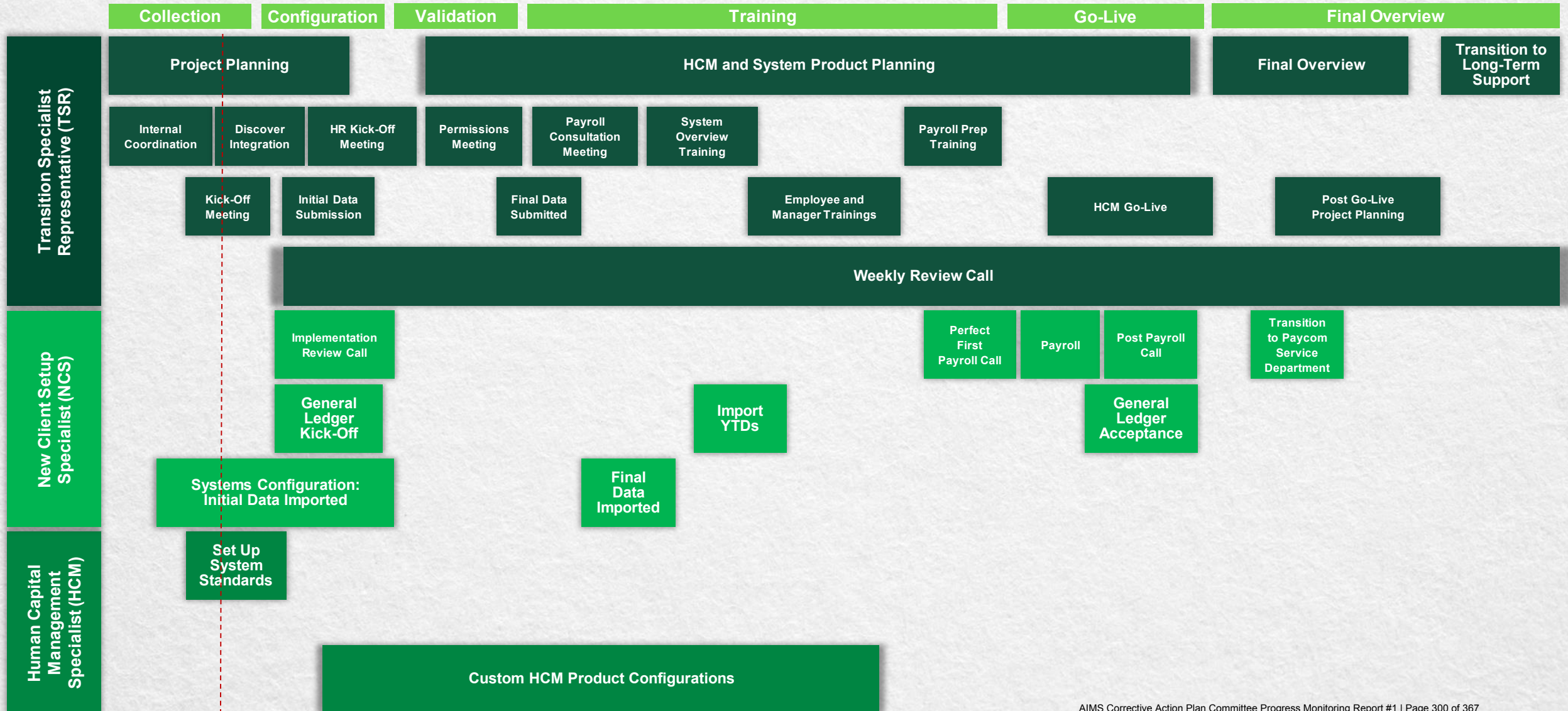
Step 3: Payroll Verification

Payroll team will:

- Approve/deny outstanding requests
- No longer need to make changes for employees
- Have a clean audit trail for data updates
- Send check approvals and monitor completion rate
- Eliminate employer liability and exposure**



IMPLEMENTATION TIMELINE



IMPLEMENTATION TIMELINE

Color Key

» **Key Deadlines**

» **Meetings/Calls**

» **Implementation Team OOO**

- **Marisa: 11/25**
- **Krystle: 12/10 – Half Day**
- **Crystal: 11/18**
- **Henry: 11/11 – 11/16, 11/25, 12/16, 12/22 – 12/26**

» **AIMS Team OOO**

- **Friday, November 11th**
- **Wed, Nov 23rd – Fri, Nov 25th**
- **Wed, Dec 21st – Mon, Jan 2nd**
- **Mon, Jan 16th**

» **Katema: 11/28 – 12/4**

» **Christina: 1/9 – 1/11**

» **Kellie:**

» **Maya Woods: 11/28 – 12/4**

Meeting/Deadline	Date and Time
Data Extraction	Monday, November 7 th (Bamboo HR) Tuesday, November 8 th (Paybridge)
Time and Attendance/Accruals Collection Call	Tuesday, November 15 th , 10:00 AM – 11:00 AM
Weekly Call	**Tuesdays, 10:00 AM – 11:00 AM PST (Starting Nov 15 th) Exception: Nov 22 nd (11:00 AM – 12:00 PM)
Data Review Call (Marisa)	Monday, November 14 th 11:00 AM – 12:00 PM
Benefits Collection Call (Crystal)	Wednesday, November 16 th , 11:00 AM – 12:00 PM PST
General Ledger Kickoff Call (Marisa)	Monday, December 5 th , 11:30 AM – 12:30 PM PST
Data Collection Deadline	Thursday, November 17 th
Implementation Review Call (Marisa)	Friday, November 18 th , 11:00 AM – 12:00 PM
HR Kickoff Meeting (HCM Items due Tuesday, 11/22)	Monday, November 21 st , 11:00 AM – 12:30 PM
Permissions Meeting	Monday, November 28 th , 2:00 PM – 4:00 PM
Time and Attendance Validation Call (Marisa)	(During Weekly Call) Tuesday, November 29 th , 10:00 AM – 11:00 AM
Payroll Consultation Call	Wednesday, November 30 th , 1:00 PM – 2:30 PM
2nd Data Extraction	Thursday, December 1 st
System Overview	Wednesday, December 14 th , 10:00 AM – 12:00 PM
Employee and Manager Trainings	Manager: Thursday, December 15 th , 9:00 AM – 10:30 AM Employees: Friday, December 16 th , 2:30 PM – 3:30 PM
First Pay Period Clocking in With Paycom	Sunday, December 25 th – Sunday, January 8 th
Manager Workshop	Thursday, January 5 th , 9:30 AM – 10:30 AM
Benefits Reconciliation Call (Crystal)	Monday, December 19 th , 11:30 AM – 12:30 PM PST
Employee Data Verification Due	Friday, January 6 th
Payroll Prep Training Meeting	Tuesday, January 3 rd , 11:00 AM – 12:30 PM
Perfect First Payroll Call (Marisa)	Thursday, January 5 th , 11:00 AM – 12:00 PM
Send Check Approvals	By mid-day Tuesday, January 10 th
Submit First Payroll	Wednesday, January 11 th by 12pm
First Check Date	Friday, January 13 th
Implementation Survey	Friday, January 20 th
Post-Payroll (Marisa)	(During Weekly Call) Tuesday, January 17 th , 10:00 AM – 11:00 AM
Final Overview Meeting	(During Weekly Call) Tuesday, January 17 th , 10:00 AM – 11:30 AM



KEY TAKEAWAYS

	Client Commitment	Paycom Commitment
Initial Transition » Collect » Configure	» Signature documents » Provider logins » Setup information/data » New client questionnaire	» Admin logins » Data collection » Calendar invites » First weekly call
Transition » Validate » Train » Go-Live	» Employee rollout » Data verification » Weekly call attendance » Commitment to Change	» Training » EE usage strategy » DDX™ scorecard » Approve my Check Adoption » Project plan/weekly calls
Post Transition » Final Overview	» Continued use of system » Continued monitoring of DDX™ » Complete Implementation Survey	» Continued support



THANK YOU!



SYSTEM OVERVIEW AGENDA

Navigation

Tiles vs. toolbar

ESS toggle

Secure Uploader

Send & Receive documents from Paycom team

Company Maintenance

Deductions

Earnings

Labor Allocation/Departments

Garnishment Dashboard

Make Employee Changes

Search methods and advanced filters

Review Form 1-12

Batch Editing

> e.g., Employee Document Groups, EE Data Verification Checklist, and Minimum Wage Profiles

PAFs (if applicable)

Review PAF Workflow

Review creation of PAF template

>> Have client submit one to three examples of employees that need data updated

Employee Self-Service®

Ensure distribution of ESS logins for upcoming employee/manager trainings

>> Generate/Print

>> Batch-Email ESS logins

Employee Verification Checklist

Assign to all employees in preparation for first login/ESS training

Ask Here

Ask Here Dashboard

SYSTEM OVERVIEW AGENDA

System Communication

User Options >> Notification Center

- > Date Field Notifications
- > Set Up Notification Schedules
- > News Ticker

Reports

Report Center

- >> Standard reports
- >> Saved reports
- >> Verification reports
 - Employee demographics
 - Employee taxes
 - Employee direct deposits
 - Employee earnings
 - Employee deductions
- >> Direct Data Exchange (DDX)

Paycom University

Payroll Preparation Homework

- Batch-assign Terminal Access Groups and Pay Classes to employees
If not done in Permissions Meeting
- Batch-assign supervisors to Form 3
- Send additional check registers for each payroll from current provider
- Send Accrual Balance report after last payroll with current provider
Include EEID or SSN, EE Name, Policy Name, Beginning Year Balance, Taken/Awarded Amounts, Current Balance
- Add new employees, employee changes since last data pull
- Update Loan Limits via Form 2 (if applicable)
- Enter unlimited rate by allocation (if applicable)
- Confirm Group Term Life (GTL) setup/any Scheduled Earnings (if applicable)
- Confirm last day for current process and go-live with Paycom (e.g., paper accepting)

Program Compliance Board Report

August 2023

Program Compliance Director Tiffany Tung



Professional Development Initiatives

The Compliance department provides access to training materials as well as sessions that ensure compliance with federal, state and local regulations. The training sessions provide employees with information that allows AIMS K12 to appropriately administer, track and record mandated and/or specialized knowledge in a well-structured learning environment.

Compliance provides trainings for employees as well as school site leaders. The following key areas of focused training will occur with school site leaders:

- Federal Time Accounting
- School Site Council training
- Federal, State and local resource/categorical funding requirements
- PayCom workflow updates pertaining to DOJ, VOE, SALARY Rollover, PAF Approval workflow updates, employee file updates
- Various employee trainings are provided through the Vector Solutions training platform.

Trainings Provided August 1, 2023

Compliance department provided a district wide training covering key objectives of how compliance will support internally and externally within the AIMS organization. The training covered the following:

- Paycom training guidance [Hiring Manager Step By Step Initiate Self Onboarding Checklist](#) [ESS Employee Self Service Step By Step](#)
- How Compliance will work with School Site Plans to ensure compliance with local, federal and state regulations for unrestricted and restricted resources.
- Time accounting (Personnel Activity Report)/ Semi Annual Certification - documentation from school site employees to ensure that the district is properly charging salaries and wages to federally funded programs.
- Mandated Trainings - New employees must be trained within 6 months of hire to be aligned with California employment law. [Vector Training Management Step By Step Guide](#)
- Point of Sale - Tracking system to ensure meals are reported accurately to ensure federal and state reimbursements.
- National School Lunch Program (NSLP) is carried out compliantly with federal and state laws.
- Spendwise PO All purchase orders, reimbursements, travel expenses must be indicated in plan narratives and attached to the purchase order
- Staffing compliance reviews policy and procedures for compensation, documentation, site plan alignment and record keeping

Professional Development Initiatives

Providing Professional Development and Trainings will be the key element in maintaining a successful AIMS K-12th year and ensuring a successful organization. These trainings will ensure that employees are have the necessary knowledge and skills to carry out their job duties safely, effectively and compliantly. The structure that has been established will help to mitigate risks, reduce audit findings, increase efficiency and improve employee morale.

Training Initiatives

Compliance Training Offerings

- Nutritional Services Mandated Training
- Beginning of the Year Vended Meal Model
- California CEP
- Food Handlers
- CDE Civil Rights
- Productions Records
- Mealtime POS
- Bootcamp Compliance District Training
- SSC/Plan Training/Monitoring
- Federal Time & Accounting
- Vector Employee Mandated Training/Sexual Harassment

Providing Hiring manager/employee trainings will be the key element in maintaining a successful AIMS K-12th year and ensuring a successful organization. These trainings will ensure that employees are have the necessary knowledge and skills to carry out their job duties safely, effectively and compliantly. The structure that has been established will help to mitigate risks, reduce audit findings, increase efficiency and improve employee morale.

Collaborative Hiring & Onboarding

Compliance Departments Role in hiring and onboarding process

- Ensures PayCom aligns with processes and procedures
- Collaborates with departments to create a more transparent hiring and onboarding process
- Verifies federal and state laws and mandates are included in the hiring and onboarding process
- Reviews and verifies applicant documentation aligns with federal and state laws
- Aligns compensation schedules with job descriptions and applicant experience
- Verifies Department of Justice results with AIMS K12 policies
- Manages offer letter and employee contract distribution and record keeping
- Provides resources and training to assist with the self onboarding process
- Ensures that the district operates in a consistent and ethical manner that aligns with compliant local, state and federal regulations.
- Elevates and improves the effectiveness of process flows, controls and business practices.
- Established compliance standards and designs improvements to internal controls and structures within Paycom HRIS system.

Successful collaborations Compliance has been successful in:

- PayCom implementation training
- BootCamp Professional Development
- Mandated Reporter Training
- NSLP Training

Compliance & Regulatory Work

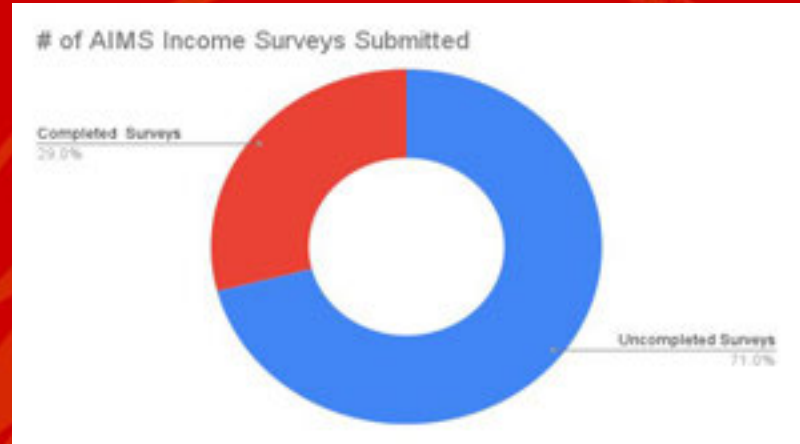
- Compliance schedules, monitors and documents all required local, state and federal training requirements .
- A requirement for the use of federal funds for salaries, time accounting certification records must be maintained and collected.
- Staffing compliance reviews policy and procedures for compensation, documentation, site plan alignment and record keeping <https://www.cde.ca.gov/fq/ac/ff/>
- In accordance with best practices with CDE, school site plans are reviewed and aligned with programmatic, strategic and fiscal plans

All school site plans are specific to local, federal and state requirements. Compliance verifies that the requirements are documented and accounted for. All plans must be submitted with request aligning with expenditures from the specific resource. Compliance meets with Leadership once a month to review requirements.

- LCAP - The LCAP is a tool for local educational agencies to set goals, plan actions and leverage resources to meet goals to improve student learning. ([Compliance LCAP Resource FY23-24](#))
- SPSA - Single Plan for Student Achievement - a required plan for schools that participate in any state or federal program in the consolidated application ([ConApp](#)) The plan, which is developed by the school site council, must describe how the school will spend the funds received through the consolidated application to improve student achievement.
- ESSER III Plan - The ARP Act, requires LEAs that receive ESSER III funds to complete a plan that address the academic impact of lost instructional time as well as respond to the Safe Return to in person instruction.
- Title III MOU - student data is used in the analysis of teachers, subject and supports needed.
- Measure G1- is a Parcel collect from Oakland residents to support Middle School enrichment.
- ELOP

Achievements & Metrics

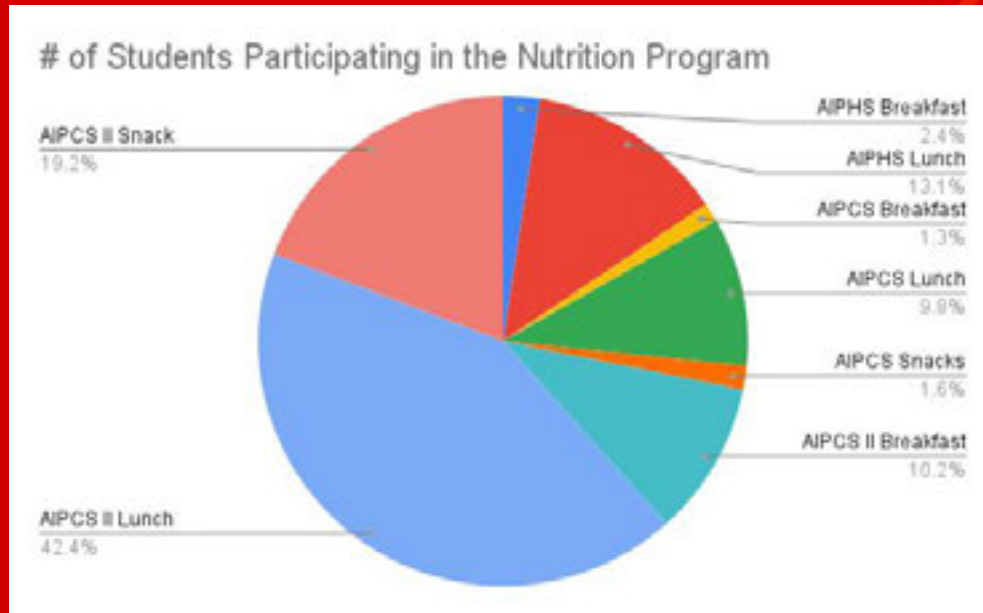
- Every form counts as these determine AIMS 2023-2024 Title I funding and totals for each sites FRL percentages for the majority of reports throughout this school year.
- Data provided from the Family Income Surveys is important in order to continue receiving various sources of Title I funding. Without this information, AIMS K-12 College Prep Charter District could lose important state funding for educational programs that our students are entitled to.
- Participation is essential in order for us to provide the CDE with the information they need and ensure AIMS K-12 College Prep Charter District will continue to receive critical state funding for these educational programs.
- In order to accommodate families with language barriers, AIMS Income Surveys are now offered in five different languages.
- Staff has been educated and trained to provide more in-depth information to families regarding the importance of income surveys and how it affects our Title I funding.



- During school site events, staff has met with every family that attended to assist and ensure that the income surveys are completed correctly.
- Our communication team has promoted the surveys to families via Parentsquare, and has posted information on our school website to increase the accessibility of completing the surveys.

Goal: We project to reach 100% completed Income Surveys for 23-24 school year.

Achievements & Metrics



- 4 Food Service Clerks have been hired to solely focus on our Nutrition Program to support our program.
- Provided feedback to our vendor regarding increasing meals options and providing more variety.
- Increased the variety of entree options to 4-5
- New menu options are offered for breakfast and lunch service.

Goal: We aim to increase our participation rate for each service provided to students.

Achievements & Metrics

- Blue shows the percentage of employees who have completed both training
 - 58.6% of employees have completed both
- Red shows the percentage of employees who have not completed any training
 - 36% haven't completed none
- Green shows the percentage of employees who have only completed 1 of 2 training
 - 5.4% only completed 1 of 2
- We have sent out emails to employees to complete the trainings with reminders
 - Notifying them of their username and how to log into Vector with the link
- We have created employees an account on Vector (new hires as well)
 - Assigned them the mandated training (sexual harassment and child abuse and neglect)



Achievements & Metrics

- There were 19 employees hired from July 1 - August 22, 2023.

10 Teachers, 2 Food Clerks, 1 Data Analyst, 1 Dean of Students(middle school), 1 Student Activities Coordinator, 1 Administrative Assistant, 1 SpEd Instructional Aide and 1 Academic Counselor

- Link to the spreadsheet from Paycom

[NEW HIRES JULY 1 - AUGUST 22, 2023](#)

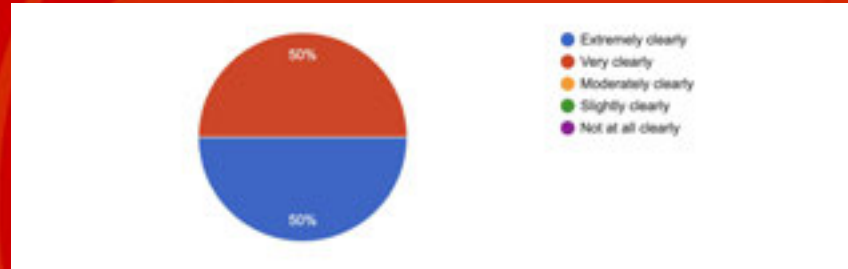
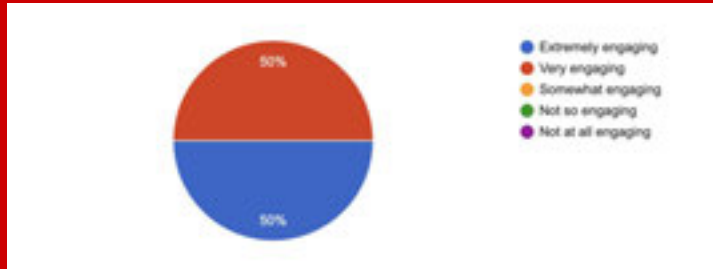
[Pending Hires](#)

Total Pending Hires:

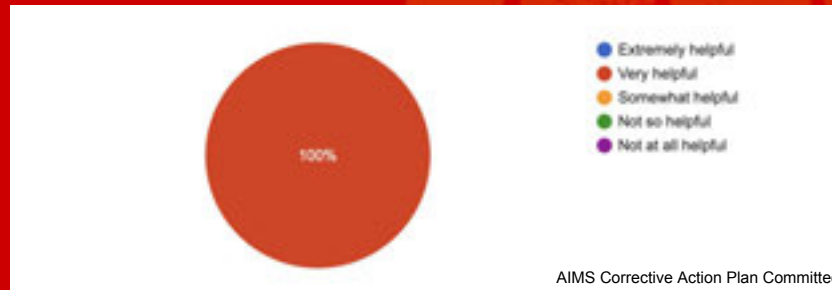
- 4 candidates are in the hiring process
- 5 candidates have been offered a position

Employee Feedback

A survey was conducted during AIMS boot camp however a minimal amount of staff completed the survey. Below are the results:



Overall positive feedback that has been received has been through email communications from staff stating appreciation for the support of the Compliance Department.



Future Direction & Ongoing Projects

- Finalizing extended contracts/extra duty workflow process in PAYCOM (HRIS) system.
- Providing series of training for hiring managers around federal time & accounting requirements.
- Providing training for SSC/Plans ensure meeting requirements are being met.School site plans are reviewed and aligned with programmatic, strategic and fiscal plans.
- Survey employees regarding job satisfaction, skill development & career progression.
- Streamline Paycom hiring process to ensure smooth integration of new hires.
- Create process for PAF for extended contracts to ensure smooth transition for workflow and approval process.

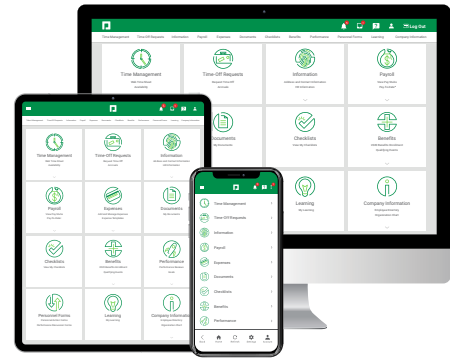
The goal is that these ongoing projects/activities will will support the organization's growth and objectives. Compliance will continue to commit to continuous improvement and excellence.

Q&A

Thank you!



FREQUENTLY ASKED QUESTIONS ABOUT PAYCOM'S EMPLOYEE SELF-SERVICE®



Where do I access Employee Self-Service?

- » Access Employee Self-Service at Paycom.com or through the Paycom app, available on the App Store® or Google Play®.
- » Employee Self-Service in the mobile app includes everything you'd find on desktop, so you can use it on the go!

Who do I contact if I forget my username?

- » Contact your [manager](#) if you forget your username.
- » [Show Me How to Reset My Username](#)

Who do I contact if I forget my password?

- » Click the “forgot password” link on the Employee Self-Service login screen and follow the prompts to retrieve your password. Or contact your [manager](#).
- » [Show Me How to Reset My Password](#)

Is that a zero in my username?

- » Your username will always start with the number zero (0). The additional letters and numbers will be a combination. A zero (0) is more narrow than an O, so that's how you can tell the difference.

Who do I call for help?

- » Contact your manager or [HR](#) for help.

Where can I view my pay stubs?

- » Within Employee Self-Service, go to the “Payroll” tab and then select “View Pay Stubs.” You'll find year-to-date totals and specific pay stubs from each previous payroll.

I recently made a change to my benefits/tax status. How will that affect my paycheck?

- » Under the “Payroll” tab, “Test Sample Paycheck” will allow you to hypothetically make a change to hours worked, deductions, tax information and more to see what your take-home amount would be.
- » [Show Me How to Update My Tax Info](#)
- » [Show Me How to Update My Dependents and Beneficiaries](#)

How will I know if I have a task that needs to be completed?

- » In Employee Self-Service, a Notification Center appears on the right-hand side. This will alert and inform you of any specific tasks that have been assigned for you to complete.

How can I get training on the new system?

- » Paycom University is your go-to spot for easy, quick, on-demand training on every aspect of Employee Self-Service. To access these courses in Employee Self-Service, go to the “My Learning” tab and select “Paycom University.”

How do I get started?

- » [Show Me How to Verify My Phone Number for Two-Factor Authentication](#)
- » [Show Me How to Change My Language Preference](#)
- » [Show Me How to Update My Emergency Contact Information](#)

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AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)
AIPCS II
171 12th St | Oakland | CA 94607

E elementary@aimsk12.org
T 510-893-8701
F 510-893-0345

www.AIMSK12.org

AIMS College Prep Middle School (6-8)
Formerly known as AIPCS
171 12th St | Oakland | CA 94607

E middleschool@aimsk12.org
T 510-893-8701
F 510-893-0345

AIMS College Prep High School (9-12)
Formerly known as AIPHS
746 Grand Ave | Oakland | CA 94610

E highschool@aimsk12.org
T 510-220-5044
F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT K(2)



AIMS K-12 College Prep Charter District

Title: Director of Schools

Category: Certificated

Work Year: 12 Months

Employment Type: Full Time

Starting Range: \$115,000 - \$122,056.81

FLSA: Exempt

Supervisor: Superintendent of Schools

JOB GOALS: Under the direction of the Superintendent, the Director of Schools is responsible for providing leadership, supervision, and direction to the school's faculty and staff. They are in charge of ensuring the implementation of AIMS designated curriculum, establishing procedures, following AIMS policies and regulations, enforcing the AIMS Model, and managing budgets. Furthermore, they are responsible for ensuring compliance with applicable laws and regulations. The Director must ensure that the students receive quality learning experiences while promoting a positive educational environment. This position works closely with other other AIMS directors to ensure that AIMS goals are met. Additionally, the Director of the Schools is responsible for overseeing all aspects of the AIMS Schools, from academic programming to financial management. In addition, they must ensure that all stakeholders – students, staff, and faculty – have access to a safe, supportive learning environment. Given their important role in supporting the operations of an educational institution, it is essential that the Director of Schools possess strong leadership skills, excellent communication abilities, and advanced problem-solving acumen. They must also be adept at working collaboratively with diverse educational partners within their organization and external partners to achieve common goals for student success.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- The Director of schools is responsible for all operations, overseeing staff and student performance, and setting the tone for excellence within the community.
- They must possess excellent organizational skills, be able to manage complex tasks efficiently and effectively, have an adept understanding of academic standards and teaching practices, as well as have a strong knowledge of safety guidelines.
- The Director of Schools works closely with the central office, providing assistance in areas such as budgeting, policy development, personnel changes, and other administrative tasks.

- Oversee curriculum implementation and development to ensure students are receiving the best possible educational program.
- Provide leadership for school staff by establishing professional learning opportunities and supervising professional development projects.
- Evaluating student progress, implementing initiatives to improve student outcomes, monitoring district performance goals, and ensuring compliance with state and federal regulations.
- Must lead in their field with a clear vision for the future of their institution. This includes staying up to date on new trends in education, creating innovative approaches to problem-solving, managing resources wisely, and making sure that the schools remain financially solvent.
- Ensure that all educational partners – students, staff, parents, and administrators alike – are informed about policy or procedure changes. Through effective communication and strategic decision-making.
- Inspire trust while leading by example when it comes to maintaining an equitable learning environment for all.
- Developing relationships with both students and their families, while also understanding the unique needs of each student group.
- Develop a positive learning culture that fosters personal growth and academic success by staying current on new education trends, creating innovative problem-solving approaches, managing resources wisely, and ensuring all educational partners are informed about policy or procedure changes.

QUALIFICATIONS:

- Bachelor’s degree in Education or a related field
- Master’s degree in leadership or education preferred
- 3 years of successful teaching
- 3 years of Administrative experience in the educational environment.

KNOWLEDGE AND ABILITIES:

- Preferred possession of current, valid, appropriate California Credential(s)
- Valid California Driver’s License
- Fingerprinting & Tuberculosis test

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 40 Sitting: 30

Minimum Body Movement (Frequency): 4

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 50 Lifting: 2 Bending: 3

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 3

Climbing Ladders: 1 Climbing Stairs: 4

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval

APPROVED



AIMS K-12 College Prep Charter District

Minutes

AIMS Board Meeting

Date and Time

Tuesday August 29, 2023 at 6:45 PM

Location

746 Grand Ave. Oakland CA 94610

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting

<https://us02web.zoom.us/j/81397467941?pwd=KzVHbDliZFdETjJEbnQxUmdsTFZDQT09>

Meeting ID: 813 9746 7941

Passcode: 596846

One tap mobile

+16699006833,,81397467941#,,,,*596846# US (San Jose)

+16694449171,,81397467941#,,,,*596846# US

Dial by your location

+1 669 900 6833 US (San Jose)

+1 669 444 9171 US

Meeting ID: 813 9746 7941

Passcode: 596846

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals

with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

Directors Present

C. Edington, D. Lang, J. Hinton-Hodge

Directors Absent

J. Colly, S. Leung

Guests Present

B. Pemberton, M. Woods-Cadiz

I. Opening Items**A. Call the Meeting to Order**

C. Edington called a meeting of the board of directors of AIMS K-12 College Prep Charter District to order on Tuesday Aug 29, 2023 at 6:53 PM.

B. Record Attendance and Guests**C. Adoption of Agenda**

J. Hinton-Hodge made a motion to approve.

C. Edington seconded the motion.

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

D. Public Comment on Agenda Items

No comment

E. Public Comment on Non-Agenda Items

No comment

II. Approve Minutes**A. Board Meeting Minutes 8-8-23**

C. Edington made a motion to approve the minutes from AIMS Special Board Meeting on 08-08-23.

J. Hinton-Hodge seconded the motion.

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

B.

Board Meeting Minutes 6-27-23

C. Edington made a motion to approve the minutes from AIMS Board Meeting on 06-27-23.

J. Hinton-Hodge seconded the motion.

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

III. Non-Action Items**A. President's Report**

No report

B. Superintendent's Report

The report was presented

C. Staff Reports

Data and Academic Performance
Health & School Support Services
AIMS K-12 Report
Compliance Report
Ombudsman Report
Special Education Report

D. Board Members Questions and Comments on Submitted Staff Reports**IV. Consent Calendar****A. TITLE III MOU**

C. Edington made a motion to approve.

D. Lang seconded the motion.

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

B. 2023-2024 Contract Submission

C. Edington made a motion to approve.

D. Lang seconded the motion.

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

C. AIMS K-12 College Prep RFP Response

C. Edington made a motion to approve.

D. Lang seconded the motion.

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

D.

AIMS K12 College Prep Exec Memo Unaudited 2223

C. Edington made a motion to approve.

D. Lang seconded the motion.

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

E. Vendor Agreement - All Tied Up

C. Edington made a motion to approve.

D. Lang seconded the motion.

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

F. AIMS Student and Family Handbook

This item was moved to the Action Item section.

G. Psychoeducational and Academic Evaluations Contract

C. Edington made a motion to approve.

D. Lang seconded the motion.

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

H. Speech and Language Occupational Therapy Services Contract

C. Edington made a motion to approve.

D. Lang seconded the motion.

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

I. Resolution - Surplus Items

C. Edington made a motion to approve.

D. Lang seconded the motion.

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

V. Action Items**A. Declaration of Need for Fully Qualified Educators at AIMS College Prep Elementary (AIPCS II); AIMS College Prep Middle; AIMS College Prep High.**

C. Edington made a motion to approve.

J. Hinton-Hodge seconded the motion.

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

B. Board Resolution - Permit Fees

C. Edington made a motion to approve.

J. Hinton-Hodge seconded the motion.

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

C.

Adoption of Local Assignment Option EC 44863

C. Edington made a motion to approve.
J. Hinton-Hodge seconded the motion.
The board **VOTED** to approve the motion.

D. AIMS Student and Family Handbook**VI. Closed Session****A. Public Comment on Closed Session Items**

No comment

B. Recess to Closed Session**C. Report from Closed Session**

Nothing to report

VII. Closing Items**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:26 PM.

Respectfully Submitted,
C. Edington

B. NOTICES

None

FY23-24 EMPLOYEE CONTRACTS																					
POSITION CODE	OBJECT	LOCATION	RESOURCE	PROGRAM/DP/MT	EMPLOYEE	FY23-24 Position Title	ASSIGNMENT	FTE FUNDED	FY23-24 SALARIES	Position Type	11/12 MONTH										
HITC0001	1100	40	1400	000	000	Abshear, Norman	Teacher	C(A-G)	1.00	\$68,678.00	Certificated	11 MONTH									
CLERK003	2400	40	0000	000	000	Alejandro-Chavez, Erika	K12 Clerk	Clerk III	1.00	\$39,315.14	Classified	12 MONTH									
HITC0005	1100	40	1400	000	000	Alonso Loera, Jordy	Teacher	A(A-G)	1.00	\$61,882.00	Certificated	11 MONTH									
PETC0004	1100	30	3213	305	305	Amuchie, Uzoma Paul	Teacher	Physical Education	1.00	\$61,882.00	Certificated	11 MONTH									
FDSRV002	2200	40	0000	230	230	Jones, Andrea	Food Service Clerk	Program Compliance	0.75	\$35,424.00	Classified	11 MONTH									
ELDTCH002	2100	20	3213	320	320	Arrowsmith, Tracy	ELD TEACHER	Academics & Data	0.25	\$64,708.00	Classified	11 MONTH									
ELDTCH002	2100	30	0000	320	320	Arrowsmith, Tracy	ELD TEACHER	Academics & Data	0.24	\$64,708.00	Classified	11 MONTH									
ELDTCH002	2100	30	0000	305	305	Arrowsmith, Tracy	ELD TEACHER	Academics & Data	0.51	\$64,708.00	Classified	11 MONTH									
ACOUNS0001	1200	20	3213	000	000	Aung, Thunder	Academic Counselor	Middle School Support	0.10	\$76,695.83	Certificated	12 MONTH									
ACOUNS0001	1200	30	3213	305	305	Aung, Thunder	Academic Counselor	Elementary Support	0.05	\$76,695.83	Certificated	12 MONTH									
ACOUNS0001	1200	30	3213	320	320	Aung, Thunder	Academic Counselor	Middle Support	0.05	\$76,695.83	Certificated	12 MONTH									
ACOUNS0001	1200	40	0000	000	000	Aung, Thunder	Academic Counselor	High School	0.80	\$76,695.83	Certificated	12 MONTH									
MIDTC0004	1100	20	1400	320	320	Babikr, Ammah	Teacher	6th English History	1.00	\$62,808.00	Certificated	11 MONTH									
STACT0001	1300	30	0000	320	320	Bailey, Melissa	Student Activities Coordinator	Student Activities Coordinator	0.49	\$80,037.30	Certificated Management	12 MONTH									
STACT0001	2400	20	3213	320	320	Bailey, Melissa	Student Activities Coordinator	Middle School Support	0.10	\$70,000.00	Classified	12 MONTH									
STACT0001	2400	30	3213	305	305	Bailey, Melissa	Student Activities Coordinator	Student Activities	0.05	\$70,000.00	Classified	12 MONTH									
STACT0001	2400	30	3213	320	320	Bailey, Melissa	Student Activities Coordinator	Student Activities	0.05	\$70,000.00	Classified	12 MONTH									
STACT0001	2400	40	0000	000	000	Bailey, Melissa	Student Activities Coordinator	Student Activities	0.80	\$70,000.00	Classified	12 MONTH									
HOD0001	1300	20	1400	320	320	Bakheit, Zubida	Head of Division	Middle School Support	0.51	\$97,849.35	Certificated Management	12 MONTH									
HOD0001	1300	30	0000	320	320	Bakheit, Zubida	Head of Division	Head of Division	0.49	\$97,849.35	Certificated Management	12 MONTH									
COELD001	1200	20	0000	180	180	Banihashemi, Adria	ELD Coordinator	Academics & Data	0.17	\$71,050.00	Certificated	11 MONTH									
ELDCO001	1200	30	0000	180	180	Banihashemi, Adria	ELD Coordinator	Data & Academics	0.34	\$71,050.00	Certificated	11 MONTH									
ELDCO001	1200	30	0000	180	180	Banihashemi, Adria	ELD Coordinator	Data & Academics	0.16	\$71,050.00	Certificated	11 MONTH									
IA0003	2100	30	0000	305	305	Barbera, Cynthia	Instructional Aide	Elementary Support	1.00	\$47,104.20	Classified	11 MONTH									
ARTC0002	1100	40	1400	000	000	Bautista, Hershey	Teacher	G(A-G)	1.00	\$63,064.00	Certificated	11 MONTH									
MIDTC0013	1100	30	3213	320	320	Beh, Shirley	Teacher	8th Math/ Science	1.00	\$64,971.00	Certificated	11 MONTH									
MIDTC0012	1100	20	1400	320	320	Bilorusky, Kyle	Teacher	7th English/History	1.00	\$64,971.00	Certificated	11 MONTH									
CLERK002	2400	30	0000	305	305	Brewster, Melanie	K12 Clerk	Elementary Support	1.00	\$35,424.00	Classified	12 MONTH									
HITC0014	1100	40	1400	000	000	Brown, Hari	Teacher	C(A-G)	1.00	\$72,894.00	Certificated	11 MONTH									
MIDTC0002	1100	20	1400	320	320	Burrell, John	Teacher	8th Math/Science	0.51	\$63,751.00	Certificated	11 MONTH									
MIDTC0002	1100	30	1400	320	320	Burrell, John	Teacher	8th Math/ Science	0.49	\$63,751.00	Certificated	11 MONTH									
ELMTCH0017	1100	30	1400	305	305	Cabrera, Brian	Teacher	4th Grade	1.00	\$69,709.00	Certificated	11 MONTH									
MUTCH0001	1100	20	9332	320	320	Camacho, Miguel E. Leyva	Teacher	Measure G1 Music	1.00	\$64,011.00	Certificated	11 MONTH									
MUTCH0001	1100	30	9332	320	320	Camacho, Miguel E. Leyva	Teacher	Music Measure G1	0.49	\$64,011.00	12 MONTH	11 MONTH									
COUNS001	1200	20	0000	190	190	Castellano, Anthony	Counselor	Special Education	0.17	\$87,240.37	Certificated	12 MONTH									
COUNS001	1200	30	0000	190	190	Castellano, Anthony	Counselor	Special Education	0.34	\$87,240.37	Certificated	12 MONTH									
COUNS001	1200	30	0000	190	190	Castellano, Anthony	Counselor	Special Education	0.16	\$87,240.37	Certificated	12 MONTH									
COUNS001	1200	40	0000	190	190	Castellano, Anthony	Counselor	Counselor	0.34	\$87,240.37	Certificated	12 MONTH									
HOD0003	1300	40	1400	000	000	Chaniel Clark	Head of Academics	Head of Academics	1.00	\$93,575.00	Certificated Management	12 MONTH									
ELMTCH0010	1100	30	1400	305	305	Chavez, Genesis	Teacher	Kindergarten	1.00	\$61,822.00	Certificated	11 MONTH									
MIDTC0006	1100	20	1500	320	320	Chris, Alicia	Teacher	7th English/History	1.00	\$62,808.00	Certificated	11 MONTH									
TCHAST0005	2100	40	0000	000	000	Deluca, Pamela	Teacher Assistant	Teacher Assistant	1.00	\$ 54,088.70	Classified	11 MONTH									
HITC0007	1100	40	1400	000	000	Diaz, Sunny	Teacher	G(A-G)	1.00	\$76,531.00	Certificated	11 MONTH									
CAMP0001	2400	30	0000	305	305	Earby, Kay	Campus Supervisor	Elementary Support	1.00	\$47,104.00	Classified	12 MONTH									
PETC0001	1100	20	1400	320	320	Esola, Michael	Teacher	Middle School Support	0.51	\$68,957.00	Certificated	11 MONTH									
PETC0001	1100	30	3213	320	320	Esola, Michael	Teacher	Physical Education	0.49	\$68,957.00	Certificated	11 MONTH									
MIDTC0007	1100	20	1400	320	320	Evans, Brian	Teacher	7th English/History	0.51	\$73,986.00	Certificated	11 MONTH									
MIDTC0007	1100	30	1400	320	320	Evans, Brian	Teacher	7th English History	0.49	\$73,986.00	Certificated	11 MONTH									
MIDTC0017	1100	30	3213	320	320	Flores, Laura	Teacher	8th English History	1.00	\$63,751.00	Certificated	11 MONTH									
HITC0002	1100	40	1400	000	000	Frantz, Jennifer	Teacher	B(A-G)	1.00	\$62,808.00	Certificated	11 MONTH									
HITC0012	1100	40	1400	000	000	Girgis, Issam	Teacher	E(A-G)	1.00	\$64,971.00	Certificated	11 MONTH									
DROS0001	1300	20	1400	320	320	Glass, Natalie	Director of Schools	Middle School Support	0.17	\$122,056.81	Certificated Management	12 MONTH									
DROS0001	1300	30	1400	305	305	Glass, Natalie	Director of Schools	Director of Schools	0.34	\$122,056.81	Certificated Management	12 MONTH									
DROS0001	1300	30	0000	320	320	Glass, Natalie	Director of Schools	Director of Schools	0.16	\$122,056.81	Certificated Management	12 MONTH									
DROS0001	1300	40	1400	000	000	Glass, Natalie	Director of Schools	Director of School	0.34	\$122,056.81	Certificated Management	12 MONTH									
COMLA0001	2400	40	0000	200	200	Golden, Maryetta	Community Lison	Academics & Data	0.34	\$104,636.01	Classified	12 MONTH									
COMLA0001	2400	20	0000	200	200	Golden, Maryetta	Community Lison	Academics & Data	0.17	\$104,636.01	Classified	12 MONTH									
COMLA0001	2400	30	0000	200	200	Golden, Maryetta	Community Lison	Academics & Data	0.34	\$104,636.01	Classified	12 MONTH									
COMLA0001	2400	30	0000	200	200	Golden, Maryetta	Community Lison	Academics & Data	0.16	\$104,636.01	Classified	12 MONTH									
SPEDTCH003	1100	40	3312	210	210	Gregerson, Jill	SPED Teacher	Special Education	0.90	\$62,808.00	Certificated	11 MONTH									
SPEDTCH003	1100	40	6500	210	210	Gregerson, Jill	SPED Teacher	Special Education	0.10	\$62,808.00	Certificated	11 MONTH									
ELMTCH0011	1100	30	1100	305	305	Ha, Melissa	Teacher	4th Grade	1.00	\$63,751.00	Certificated	11 MONTH									
DOS0003	1300	30	1400	305	305	Hampton, Andrew	Dean of Students	Elementary Support	1.00	\$74,695.83	Certificated Management	12 MONTH									
CAMP0004	2200	40	0000	000	000	Hardy, Mikal	Campus Supervisor	Campus Supervisor	1.00	\$47,104.00	Classified	12 MONTH									
WLTC0001	1100	20	1100	320	320	Holmes, Davis	Teacher	Middle School Support	0.51	\$62,808.00	Certificated	11 MONTH									
WLTC0001	1100	30	1400	320	320	Holmes, Davis	Teacher	Spanish	0.49	\$62,808.00	Certificated	11 MONTH									
MIDTC0018	1100	30	0000	320	320	Householder, Elizabeth	Teacher	7th Grade	1.00	\$64,011.00	Certificated	11 MONTH									
CAMP0002	2400	20	2601	320	320	Howard, Tracy	Campus Supervisor	Middle School Support	0.51	\$47,104.00	Classified	12 MONTH									
CAMP0002	2400	30	0000	320	320	Howard, Tracy	Campus Supervisor	Middle Support	0.49	\$47,104.00	Classified	12 MONTH									
HITC0006	1100	40	1400	000	000	Hudson, Brett	Teacher	B(A-G)	1.00	\$67,937.00	Certificated	11 MONTH									
ELMTCH0006	1100	30	1400	305	305	Jacques, Jamelle	Teacher	2nd Grade	1.00	\$73,188.00	Certificated	11 MONTH									
ELMTCH0014	1100	30	1400	305	305	Johnson, Lavonna	Teacher	5th Grade	1.00	\$61,882.00	Certificated	11 MONTH									
FDSRV001	2200	20	0000	230	230	Revolorio, Jose	Food Service Clerk	Program Compliance	0.75	\$35,424.00	Classified	11 MONTH									
CBKCO001	1200	30	0000	170	170	Kabeer, Jose	College Bound Coordinator	Data & Academics	0.05	\$71,050.00	Certificated	12 MONTH									
CBKCO001	1200	30	0000	170	170	Kabeer, Jose	College Bound Coordinator	Data & Academics	0.05	\$71,050.00	Certificated	12 MONTH									
CBKCO001	1200	40	0000	170	170	Kabeer, Jose	College Bound Coordinator	College Bound Coordinator	0.80	\$71,050.00	Certificated	12 MONTH									
CBKCO001	1200	20	0000	170	170	Kabeer, Jose	College Bound Coordinator	Academics & Data	0.10	\$71,050.00	Certificated	12 MONTH									
FDSRV003	2200	30	0000	230	230	Kamyon Sloucm	Food Service Clerk	Program Compliance	0.51	\$35,424.00	Classified	11 MONTH									
FDSRV003	2200	30	0000	230	230	Kamyon Sloucm	Food Service Clerk	Program Compliance	0.24	\$35,424.00	Classified	11 MONTH									
COUNS002	1200	20	0000	190	190	Kennard, Natasha	Counselor	Special Education	0.25	\$80,981.78	Certificated	12 MONTH									
COUNS002	1200	30	3010	190	190	Kennard, Natasha	Counselor	Special Education	0.51	\$80,981.78	Certificated	12 MONTH									
COUNS002	1200	30	3010	190	190	Kennard, Natasha	Counselor	Special Education	0.24	\$80,981.78	Certificated	12 MONTH									
ARTC0005	1100	30	6762	305	305	Khan, Hinna	Teacher	Art	1.00	\$63,751.00	Certificated	11 MONTH									
ELMTCH0009	1100	30	1400	305	305	Khan, Rachel	Teacher	3rd Grade	1.00	\$63,751.00	Certificated	11 MONTH									
ELMTCH0012	1100	30	1400	305	305	Lee, Eric	Teacher	4th Grade	1.00	\$63,751.00	Certificated	11 MONTH									

TCHAST0003	2100	20	0000	320	Li, Chunqu	Teacher Assistant	Middle School Support	0.51	\$53,289.36	Classified	11 MONTH
TCHAST0003	2100	30	0000	320	Li, Chunqu	Teacher Assistant	IAI0004	0.49	\$53,289.36	Classified	11 MONTH
SPCOMP0001	1300	20	6500	210	Li, Julia	SPED Compliance Manager	Special Education	0.18	\$113,769.67	Certificated Management	12 MONTH
SPCOMP0001	1300	30	6500	210	Li, Julia	SPED Compliance Manager	Special Education	0.16	\$113,769.67	Certificated Management	12 MONTH
SPCOMP0001	1300	30	6500	210	Li, Julia	SPED Compliance Manager	SPED Manager	0.34	\$113,769.67	Certificated Management	12 MONTH
SPCOMP0001	1300	40	6500	210	Li, Julia	SPED Compliance Manager	SPED Manager	0.34	\$113,769.67	Certificated Management	12 MONTH
HITC0009	1100	40	1400	000	Lovejoy, Daijia	Teacher	D(A-G)	1.00	\$61,882.00	Certificated	11 MONTH
MIDTCH0016	1100	30	3213	320	Lu, Hui	Teacher	6th Grade	1.00	\$65,878.00	Certificated	11 MONTH
ELMTCH0004	1100	30	1400	305	Ly, Raymond	Teacher	3rd Grade	1.00	\$61,882.00	Certificated	11 MONTH
ADMIND002	2400	30	0000	305	Ma, Kevin	Administrative Assistant	Elementary Support	1.00	\$61,935.30	Classified	12 MONTH
COCCLK001	2400	10	0000	220	Ma, Vinson	Clerk Central Office (Health & Facilities)	Coordinator of Student Services	1.00	\$65,706.29	Classified	12 MONTH
TCHAST0002	2100	30	0000	305	Mai, Yuan	Teacher Assistant	IAIH0007	1.00	\$53,289.56	Classified	11 MONTH
PCTCH0008	1100	30	1400	305	Mihm, William	Teacher	Physical Education	1.00	\$67,937.00	Certificated	11 MONTH
TCHAST0001	2100	30	3010	305	Moghadam, Ahmad	Teacher Assistant	IAIH0001	1.00	\$54,088.70	Classified	11 MONTH
IA0006	2100	40	0000	000	Moreno, Fatima	Instructional Aide	IAI	0.60	\$47,104.20	Classified	11 MONTH
SPEDTCH0002	1100	20	6500	210	Nelson, Tanya	Teacher	Special Education	0.21	\$61,882.00	Certificated	11 MONTH
SPEDTCH0002	1100	30	6500	210	Nelson, Tanya	Teacher	Special Education	0.51	\$61,882.00	Certificated	11 MONTH
SPEDTCH0002	1100	30	6500	210	Nelson, Tanya	Teacher	Special Education	0.24	\$61,882.00	Certificated	11 MONTH
DOS0002	1300	40	1400	000	Nixon, Brenda	Dean of Students	Dean of Academics	1.00	\$74,695.83	Certificated Management	12 MONTH
MIDTCH0003	1100	30	3213	320	Ojigbo, Deborah	Teacher	Middle Support	1.00	\$63,751.00	Certificated	11 MONTH
MIDTCH0019	1100	30	3213	320	Ongaga, Evans	Teacher	6th Math/Science	1.00	\$65,210.00	Certificated	11 MONTH
ELMTCH0001	1100	30	1400	305	Phu, Brandon	Teacher	3rd Grade	1.00	\$62,808.00	Certificated	11 MONTH
ELMTCH0015	1100	30	1400	305	Sacramento, Maria Lerrisa Pobe	Teacher	Kindergarten	1.00	\$63,064.00	Certificated	11 MONTH
ACOUNS0002	1200	20	3213	000	Saechao, Lai	Academic Counselor	Middle School Support	0.10	\$76,695.83	Certificated	12 MONTH
ACOUNS0002	1200	30	3213	305	Saechao, Lai	Academic Counselor	Elementary Support	0.05	\$76,695.83	Certificated	12 MONTH
ACOUNS0002	1200	30	3213	320	Saechao, Lai	Academic Counselor	Middle Support	0.05	\$76,695.83	Certificated	12 MONTH
ACOUNS0002	2400	40	0000	000	Saechao, Lai	Academic Counselor	Academic Counselor	0.80	\$76,695.83	Classified	12 MONTH
HITC0008	1100	40	1400	000	Saleh, Jakleen	Teacher	A(A-G)	1.00	\$66,934.00	Certificated	11 MONTH
ELMTCH0007	1100	30	1400	305	Seo, Tara	Teacher	2nd Grade	1.00	\$66,934.00	Certificated	11 MONTH
IA0005	2100	40	0000	000	Trinh, Sujen	Instructional Aide	IAI	0.40	\$47,104.20	Classified	11 MONTH
HOD0002	1300	30	1400	305	Yang, Avira	Head of Division	Elementary Support	1.00	\$108,458.07	Certificated Management	12 MONTH
ELMTCH0016	1100	30	0000	305	Vega, Irene	Teacher	5th Grade	1.00	\$65,878.00	Certificated	11 MONTH
CLERK0001	2400	20	0000	320	Vega, Jose	K12 Clerk	Middle School Support	0.51	\$35,424.00	Classified	12 MONTH
CLERK0001	2400	30	0000	320	Vega, Jose	K12 Clerk	Middle Support	0.49	\$35,424.00	Classified	12 MONTH
INSTC0001	1900	30	3213	305	Vivian Wells	Instructional Coach	Instructional Coach	0.34	\$69,845.45	Certificated	11 MONTH
INSTC0001	1900	30	3213	320	Vivian Wells	Instructional Coach	Instructional Coach	0.16	\$69,845.45	Certificated	11 MONTH
INSTC0001	1900	40	0000	000	Vivian Wells	Instructional Coach	Instructional Coach	0.34	\$69,845.45	Certificated	11 MONTH
COCCLK003	2400	10	0000	130	Williams, Shelly	Clerk Central Office (Communications Clerk)	Admin I HS	1.00	\$59,203.13	Classified	12 MONTH
DRSPED0001	1300	40	6500	210	Woods, Debra	Director of Special Education	Special Education Director	0.34	\$150,344.17	Certificated Management	12 MONTH
SPDIR0001	1300	20	6500	210	Woods, Debra	Director of Special Education	Special Education	0.17	\$150,344.17	Certificated Management	12 MONTH
SPDIR0001	1300	30	6500	210	Woods, Debra	Director of Special Education	Special Education	0.34	\$150,344.17	Certificated Management	12 MONTH
SPDIR0001	1300	30	6500	210	Woods, Debra	Director of Special Education	Special Education	0.16	\$150,344.17	Certificated Management	12 MONTH
DOS0001	1300	20	0000	320	Wooten, Mikael	Dean of Students	Middle School Support	0.51	\$79,297.27	Certificated Management	12 MONTH
COCCLK002	2400	10	0000	230	Worley, Gabrielle	Personelle Clerk (Compliance)	Admin II HS	1.00	\$59,203.13	Classified	12 MONTH
MIDTCH0011	1100	20	1500	320	Worley, Jermishia	Teacher	8th Math Science	1.00	\$63,751.00	Certificated	11 MONTH
WLTH0002	1100	20	1400	320	Wu, Fenglin	Teacher	Middle School Support	0.51	\$75,096.00	Certificated	11 MONTH
WLTH0002	1100	30	0000	320	Wu, Fenglin	Teacher	Mandarin	0.49	\$75,096.00	Certificated	11 MONTH
IA0004	2100	30	0000	305	Ku, Jenny	Teacher Assistant	IA III	1.00	\$53,289.36	Classified	11 MONTH
ELMTCH0002	1100	30	1400	305	Yang, Timothy	Teacher	2nd Grade	1.00	\$62,808.00	Certificated	11 MONTH
ADMIND001	2400	20	0000	320	Yaqubi, Anezu	Administrative Assistant	Middle School Support	0.51	\$61,935.30	Classified	12 MONTH
ADMIND001	2400	30	0000	320	Yaqubi, Anezu	Administrative Assistant	Middle Support	0.49	\$61,935.30	Classified	12 MONTH
EXEC0001	2400	10	0000	120	Kellie Minor	Executive Assistant	Executive Assistant	1	\$72,305.52	Classified	12 MONTH
BUSCOR0001	2300	10	0000	120	Jimmy Quach	Coordinator Business Services	Coordinator Business Services	1	\$76,541.03	Classified Management	12 MONTH
BUSCOR0002	2400	10	0000	120	Jack Huang	Coordinator Business Services	Coordinator Business Services	1	\$76,541.03	Classified	12 MONTH
DIRBOS0001	2400	10	0000	120	Christina Jordan	Director of Business Operations	Director of Business Operations	1	\$127,632.16	Classified	12 MONTH
DIRMAR0001	2400	10	0000	220	Chu, suzen	Director Graphic Marketing/ Communication	Director Graphic Marketing/ Communication	1	\$116,725.00	Classified	12 MONTH
WEBMS0001	2400	10	0000	220	LI, Annie	Administrative Assistant III /Webmaster Coordinator	Administrative Assistant III /Webmaster Coordinator	1	\$70,000.00	Classified	12 MONTH
PUBCO0001	2400	10	0000	220	Scroggins, Danielle	Copywriter/ Public Affairs Coordinator	Copywriter/ Public Affairs Coordinator	1	\$70,000.00	Classified	12 MONTH
DIRADP0001	2400	10	0000	220	Ahmad, Christopher	Director of Academic Data and Performance	Director of Academic Data and Performance	1	\$148,122.34	Classified	12 MONTH
DTAN0002	2300	10	0000	160	Vo, Daniel	Data Analyst	Data Analyst	1	\$72,115.75	Classified Management	12 MONTH
DIRSS0001	2400	10	0000	160	Marisol Magana	Director of School Support Services	Director of School Support Services	1	\$150,344.17	Classified	12 MONTH
CORFM0001	2300	10	0000	130	Vacant	Coordinator of Facilities and Maintenance	Coordinator of Facilities and Maintenance	1	\$72,115.75	Classified Management	12 MONTH
CREAN0001	2400	10	0000	130	Garrett, Suzanne	Credential Analyst	Credential Analyst	1	\$94,279.85	Classified	12 MONTH
ITCOR0001	2400	10	0000	130	Lee, Alex	Technology Coordinator	Technology Coordinator	1	\$72,115.75	Classified	12 MONTH
ANLST0002	2400	10	0000	130	Contreras, Mayra	Analyst	Analyst	1	\$70,000.00	Classified	12 MONTH
DIRPC0001	2400	10	0000	130	Tiffany Tung	Director of Program Compliance	Director of Program Compliance	1	\$135,464.13	Classified	12 MONTH
CRCOM0001	2400	10	0000	130	Smith, Keisha	Compliance Manager	Compliance Manager	1	\$105,607.87	Classified	12 MONTH
FDSRV0001	2300	10	0000	230	Ahmad, Laila	Food Services Coordinator	Food Services Coordinator	1	\$75,409.88	Classified Management	12 MONTH
EDRA0001	2400	10	0000	230	Vacant	Employee Data & Reporting Assistant	Employee Data & Reporting Assistant	1	\$61,935.30	Classified	12 MONTH
EXEC0002	2400	10	0000	230	Maya Henderson-Nicholas	Executive Assistant	Executive Assistant	1	\$71,236.97	Classified	12 MONTH
OMSGUBD0001	2400	10	0000	230	Hezar, Eric	Omsudsman (Manager)	Omsudsman (Manager)	1	\$105,607.87	Classified	12 MONTH
ERC0001	2400	10	0000	230	Moghadam, Delicia	Employee Relations Coordinator	Employee Relations Coordinator	1	\$84,948.67	Classified	12 MONTH
BOARD0001	2400	10	0000	150	Homberton, Barbara	Secretary to the Board	Secretary to the Board	0.5	\$30,967.85	Classified	12 MONTH

Extended Contracts/Extra Duty/Stipends											
OBJECT	LOCATION	RESOURCE	PROGRAM/DEPT	EMPLOYEE	POSITION TITLE	Type of Pay	PAY FOR EXTENDED WORK	Unrestricted/Restricted	Start/End Date of Work		
	CMO	LCFF	Sports-High School	Mykael Wooten	Athletic Director	Stipend/Paid by extra pay calendar	\$ 3,250.00				
	30	Title I	K-5	William Minh	TA	Stipend	\$ 11,000.00				
	30	Title I	K-5	Brian Cabrera	TA	Stipend	\$ 11,000.00				
	30	Title I	K-5	Eric Lee	TA	Stipend	\$ 11,000.00				
	30/20	Title II (split by ADA)	K-8	Jamelle Jacques	District Intern Support Provider	Stipend	\$ 2,000/candidate				
	20	Title I	Middle School	Shirley Beh	TA	Stipend	\$ 11,000.00				
	20	Title I	Middle School	Elizabeth Householder	TA	Stipend	\$ 11,000.00				
	40	Title I	High School	Jordy Alonso	TA	Stipend	\$ 11,000.00				
	40	Title I	Sports-High School	Magad Bostros	TA	Stipend	\$ 11,000.00				
	CMO	LCFF	Sports-High School	Andrew Hampton	HS Assistant Athletic Director	Stipend	\$ 2,000.00				
	CMO	LCFF	Sports-High School	Brenda Nixon	MS Athletic Director	Stipend	\$ 2,250.00				
	CMO	LCFF	Sports-High School	Sunny Diaz	Volleyball Coach	Stipend	\$ 3,250.00				



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

171 12th St | Oakland | CA 94607

E elementary@aimsk12.org

T 510-893-8701

F 510-893-0345

www.AIMSK12.org

AIMS College Prep Middle School (6-8)

Formerly known as AIPCS

171 12th St | Oakland | CA 94607

E middleschool@aimsk12.org

T 510-893-8701

F 510-893-0345

AIMS College Prep High School (9-12)

Formerly known as AIPHS

746 Grand Ave | Oakland | CA 94610

E highschool@aimsk12.org

T 510-220-5044

F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT L

AIPCS II - Climate Surveys

Climate Surveys are given to students and parents every spring. These are surveys created by the leadership team. The survey results are used to report on Local Control Accountability Plan (LCAP), CA Dashboard, and other state/local reports.

The survey was last administered in May 2023.

Here is the Google form with the questions:

[AIPCS II - 2022-2023 Student Survey](#)

[AIPCS II - 2022-2023 Family Survey](#)

Survey Question	2021-2022	2022-2023
<p>School Survey - Question regarding Safety</p> <p>Student Question: At school, I am able to do my work without worrying about my physical and/or emotional safety.</p> <p>Family Question: At school my child is able to do his/her work without worrying about his/her physical or emotional safety</p>	<p>Student Response: 85.5% Agree/Strongly Agree</p> <p>Family Response: 96.9% Agree/Strongly Agree</p>	<p>Student Response: 85.47% Agree/Strongly Agree</p> <p>Family Response: 94.93% Agree/Strongly Agree</p>
<p>Family Survey - Question regarding High Expectations</p> <p>Family Question: This school has high expectations for all students.</p>	<p>Family Response: 98.4% Agree/Strongly Agree</p>	<p>Family Response: 92.75% Agree/Strongly Agree</p>
<p>Student Survey Student - Caring Relationships</p> <p>Family Question: Teachers and other grown-ups at school care about me.</p>	<p>Student Survey Response: 94.2% Agree/Strongly Agree</p>	<p>Student Survey Response: 87% Agree/Strongly Agree</p>

Starting in 2023-2024 School year we will be partnering with Ed West and administering the California Healthy Kids Survey (CHKS). The survey will be given in February 2024.



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CAP Committee Progress Monitoring Report Evidence

EXHIBIT M

AIMS AIPCS II Enrollment Marketing Strategy

Overview

The AIMS Marketing, Communications, and Recruitment Department uses a variety of strategies to promote enrollment in an inclusive manner that considers special needs and resource students. Our admissions page on the AIMS District website is manually translated into both [Spanish](#) and [Chinese](#) to accommodate students and families whose primary language is not English. All communications and marketing materials are translated into the two primary languages that are common to our AIMS community members: Spanish and Chinese. Some are also translated into Tigrinya, Amharic, and Arabic.

Students with special needs, English learners, and resource (foster/ homeless/ undocumented/ newcomer) students are all strongly encouraged to apply to AIMS schools. During pandemic and after the pandemic, AIMS District implemented targeted outreach strategies to reach those students. We created marketing materials that specifically outlined the supports available, throughout the district, for resource students and their families. Resource students were given priority enrollment in the lottery system AIMS uses for admissions, securing their enrollment seats. The Marketing and Communications Department developed a list of special needs, foster care, homeless, refugees, and support services in Oakland and created an email campaign welcoming their school-age service recipients to apply for the AIMS District.

This year, we have adapted our prior resource lists to include even more support service locations. We will be visiting each of the support service locations to hand deliver marketing materials for each of the schools and encourage them to join AIMS schools. AIMS is committed to providing a high-quality education to all Oakland students, and we are continuously improving and adapting our support services to fit the needs of every student.

Marketing Materials/Channels Used

- AIMS Website - admissions information is available in [English](#), [Chinese](#), and [Spanish](#)
- AIMS Social Media platforms ([Facebook](#), [Instagram](#), [Youtube](#), [X](#), [Tiktok](#))
 - Public Lottery Livestream on School's Facebook and Youtube page, and interpreted into Cantonese and Spanish ([Video](#))
- Flyer/poster (for youth centers, local businesses, libraries, homeless shelters, foster care, special education, support services)
- Intro Video that mentions we support SpEd, Newcomer, and EL students ([English](#) | [Chinese](#) | [Spanish](#))
- Virtual Campus Tour Video ([AIPCS II](#))
- Banner (outside of the school buildings)
- Online ads (greatschool.com, social media, 510 families, BANANAS)
- Billboard ads
- SMS campaign to Spanish-speaking community (El Timpano)
- Newspaper (Oakland Post, Post News Group)
- Direct mail postcards (zip code: 94610, 94607, 94606)
- Fair/Festival (Oakland Chinatown Street Festival, Oakland Enrolls Charter School Choice Fair)

Timeline

JUL (New fiscal year starts)	AUG (School Starts)	SEP	OCT	NOV	DEC	JAN	FEB (on-time application deadline)	MAR (Public lottery)	APR	MAY	JUN
						Strategy/Budget planning for the next school year					
			Promote on-time applications								
Promote late applications								Promote late applications			
Ongoing outreach for in-person promotion/presentation											
Social media posts											
Start designing marketing materials	Printing materials in production		Flyers/posters distribution								
	Meet with Enrollment to understand their needs for the current year	Review/update admissions page content for the next school year						Live streaming public lottery with Cantonese and Spanish interpretations (Video in the past)			
	Attend Chinatown Street Festival		Attend Oakland Dia de los Muertos hosted by The Unity Council			Attend Charter School Fair hosted by Oakland Enroll (Public lottery system)					

Outreach Samples (In-person, emails/phone calls):

Youth Centers	
Native American Health Center	3124 International Blvd, Oakland CA
Spanish Speaking Citizens Foundation	1470 Fruitvale Ave, Oakland CA
The Unity Council	1900 Fruitvale Ave #2A, Oakland CA
Youth Employment Partnership	2300 International Blvd, Oakland CA
Dream Center- Oakland	2325 International Blvd, Oakland CA
East Bay Asian Youth Center	2025 E 12th Street, Oakland CA
Mujeres Unidas y Actíivate	2640 International Blvd, Oakland CA
Causa Justa	1419 34th Ave Apt 203, Oakland CA
East Bay Asian Youth Center	2025 E 12th Street, Oakland CA
Rainbow Recreation	5800 International Blvd, Oakland CA
Youth Uprising	8711 MacArthur Blvd, Oakland CA
Youth Alive	3300 Elm Street, Oakland CA
Oakland Kids First	3700 E 12th Street #3, Oakland CA
United Roots Oakland	2781 Telegraph Ave, Oakland CA
West Oakland Youth Center	3233 Market Street, Oakland CA
East Oakland Youth Development Center	8200 International Ave, Oakland CA
Boys and Girls Club of Oakland	920 24th Street, Oakland CA
Jewish Youth for Community Action	1300 Grand Ave, Oakland CA
Girls Inc Alameda	510 16th Street, Oakland CA
Oakland LGBTQ Center	3207 Lakeshore Ave, Oakland CA
YMCA East Bay Resource Center	2330 Broadway, Oakland CA
The Mosaic Project	478 Santa Clara Ave #200, Oakland CA
Break Through Collaborative	555 12th Street 5th Floor, Oakland CA
Destiny Arts Center	970 Grace Ave, Oakland CA
Oakland Public Conservatory of Music	3445 San Pablo Ave, Oakland CA
Acta Non Verba- Youth Urban Farm Project	1001 83rd Ave, Oakland CA
We Lead Ours	55 Santa Clara Ave, Oakland CA

Libraries	
Oakland Public Library	125 14th Street, Oakland CA
Oakland Public Library- Asian Branch	388 9th Street #190, Oakland CA
Oakland Public Library- Lakeview Branch	550 El Embarcadero, Oakland CA
Oakland Public Library- Cesar E. Chavez Branch	3301 E 12th St #271, Oakland CA

Homeless Shelters	
Operation Dignity	318 Harrison St Ste 302, Oakland CA
City Team Oakland	722 Washington St, Oakland CA
Alameda County Health Care for the Homeless	384 14th Street, Oakland CA
Bay Area Community Services	390 40th Street, Oakland CA
Covenant House of California	200 Harrison St, Oakland CA

Foster Care	
Family Builders by Adoption Oakland	1900 Embarcadero #303, Oakland CA
T&T House of Champions	2115 High Street, Oakland CA
Casey Family Programs	491 9th Street, Oakland CA
First Place for Youth	426 17th St #100, Oakland CA
Family Support Services	303 Hegenberger Rd #400, Oakland CA

Special Education	
Strategies for Learning	440 Grand Ave #424, Oakland CA
Seneca Family of Agencies	8945 Golf Links Road, Oakland CA
Hawkins Behavioral Consultants	490 Lake Park Ave, Oakland CA
Oakland Digital Arts and Literacy Center	1224 Harrison Street, Oakland CA
Think Social East Bay	3756 Grand Ave #401, Oakland CA
Innovate Education	1941 Jackson St #28, Oakland CA

Support Services	
De Colores Head Start	1155 35th Avenue, Oakland CA
Center For Empowering Refugees	554 Grand Avenue, Oakland CA
Burma Refugee Families & Newcomers	1811 11th Avenue, Oakland CA
Brighter Beginnings	2744 E 11th Street, Oakland CA
Center for Independent Living	1470 Fruitvale Ave Ste 35, Oakland CA
Lao Family Community Development	2325 E 12th Street, Oakland CA
East Bay Central American Refugee Committee	4848 International Blvd #701, Oakland CA
Global Communication Education & Arts	4799 Shattuck Ave, Oakland CA
Health & Human Resource Education Center	1905 San Pablo Ave, Oakland CA
Education For Change	333 Hegenberger Rd #705, Oakland CA
Missey	424 Jefferson St, Oakland CA

Marketing Material Samples: Postcards for resource families:



Postcards in multi-languages:



Postcards in multi-languages:

AIMSK-12 COLLEGE PREP
CHARTER DISTRICT

Are you looking for an **EXCEPTIONAL EDUCATIONAL EXPERIENCE** for your child?

Join **AIMS** today!

At AIMS K-12 College Prep, we believe every student deserves access to an excellent education that prepares them for a bright future. We've earned national recognition for our efforts, and we invite you to join our thriving academic community!

<p>ACADEMIC EXCELLENCE</p> <p>Our schools are top-ranking schools in the nation for academic rigor. Your child will receive a challenging and enriching education.</p>	<p>100% COLLEGE ACCEPTANCE RATE</p> <p>We prepare students for success in college and beyond. Our graduates are well-equipped for higher education and the workforce.</p>	<p>DIVERSE AND INCLUSIVE</p> <p>AIMS K-12 College Prep welcomes students from all backgrounds and fosters a culture of inclusivity and diversity.</p>	<p>SAFE LEARNING ENVIRONMENT</p> <p>Your child's safety is our top priority. We provide a secure and nurturing environment where students can thrive.</p>	<p>DEDICATED EDUCATORS</p> <p>Our experienced and passionate teachers are committed to your child's academic and personal growth.</p>	<p>APPLY TODAY!</p> <p>SCAN ME!</p>
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AIMSK-12 COLLEGE PREP
CHARTER DISTRICT

為孩子尋找 **非凡教育體驗?**

今天就報讀 **AIMS**

在 AIMS K-12 大學預科，我們相信每個學生都應該獲得優質的教育，為光明未來做好準備。我們憑實力和毅力贏得了全國的認可，我們邀請您加入我們蓬勃發展的學術社區！

<p>學術卓越</p> <p>我們的學校在學術嚴謹性方面是全國一流的學校。您的孩子將接受富有挑戰性且豐富的教育。</p>	<p>100% 大學錄取率</p> <p>我們裝備學生，為大學及以上教育之路成功。我們的畢業生均接受高等教育和就業做好了充分準備。</p>	<p>多元化和包容性</p> <p>AIMS K-12 大學預科歡迎來自不同背景的学生並培養包容性文化和多樣性。</p>	<p>安全的學習環境</p> <p>您孩子的安全是我們的首要任務。我們提供一個安全和培養的環境，讓學生能夠茁壯成長。</p>	<p>熱心的教育工作者</p> <p>我們經驗豐富、充滿熱誠的老師致力於您孩子的學業和個人成長。</p>	<p>今天就申請!</p> <p>SCAN ME!</p>
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AIMS K-12 COLLEGE PREP
CHARTER DISTRICT

¿Estás buscando un **EXCEPCIONAL EDUCATIVO EXPERIENCIA** para tu hijo?

Unirse **AIMS** ¡hoy!

En AIMS K-12 College Prep, creemos que cada estudiante merece acceso a una educación excelente que los prepare para un futuro brillante. ¡Vemos obtenido reconocimiento nacional por nuestros esfuerzos y la invitamos a unirse a nuestra próspera comunidad académica!

- EXCELENCIA ACADÉMICA**
Nuestras escuelas son reconocidas de primer nivel en la nación por su rigor académico. Su hijo recibirá una educación desafiante y enriquecedora.
- TASA DE ACEPTACIÓN UNIVERSITARIA DEL 100%**
Preparamos a los estudiantes para el éxito en la universidad y más allá. Nuestros graduados están bien equipados para la educación superior y la fuerza laboral.
- DIVERSO E INCLUSIVO**
AIMS K-12 College Prep da la bienvenida a estudiantes de todos los orígenes y fomenta una cultura de inclusión y diversidad.
- AMBIENTE DE APRENDIZAJE SEGURO**
La seguridad de su hijo es nuestra principal prioridad. Proporcionamos un entorno seguro y enriquecedor donde los estudiantes pueden prosperar.
- EDUCADORES DEDICADOS**
Nuestros maestros experimentados y apasionados están comprometidos con el crecimiento académico y personal de su hijo.
- ¡APLICA HOY!**
SCAN ME! [QR Code]

YOUR CHILD'S FUTURE STARTS HERE!

AIMS K-12 COLLEGE PREP
CHARTER DISTRICT

PRSR STD
U.S. POSTAGE
PAID
CITY, STATE
PERMIT NO. XXX
ECRWSS

Join us at AIMS K12 College Prep and unlock a world of possibilities for your child's education. We look forward to welcoming you to our community.

[QR Code]

- Award Winning & Distinguished Schools
- 13th in the Nation for Rigor
- Transforming Lives through Education
- Committed to Safety

Facebook | YouTube | @AIMSK12CollegePrep | TikTok | Instagram | X | @aims_k12

171 12TH ST | 746 GRAND AVE | OAKLAND CA | AIMS12.ORG

Local Postal Customer

AIMS K-12 College Prep is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in its programs or activities.

Chinatown street festive to content with Chinese-speaking communities:



Walk-in promotion to Spanish-speaking communities: Unity Council



CARE community Center:



Césra Chávez Library:



Center for Empowering Refugees & Immigrants:



Local Businesses:



510 Families Ad:



Award-winning
Tuition-free
Public School

**OPEN TO ALL
OAKLAND,
IEP, ELD &
FOSTER FAMILIES**

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COLLEGE PREP
CHARTER DISTRICT

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1



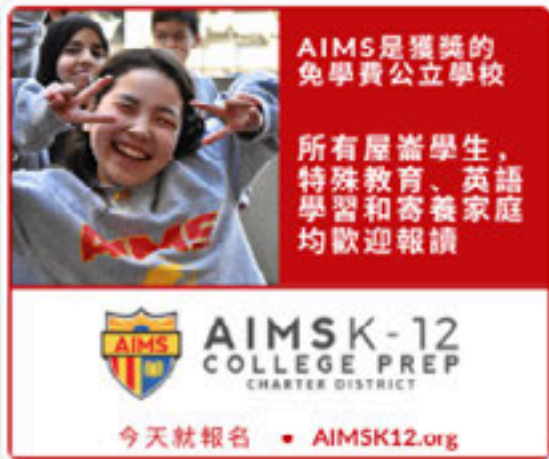
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AIMS是獲獎的
免學費公立學校

所有屋崙學生，
特殊教育、英語
學習和寄養家庭
均歡迎報讀

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Galardonado
Matrícula gratuita
Escuela pública

**ABIERTO A TODOS
OAKLAND,
IEP, ELD Y
FAMILIAS
DE ACOGIDA**

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Galardonado
Matrícula gratuita
Escuela pública


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IEP, ELD Y
FAMILIAS
DE ACOGIDA**

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6

Flyers:



AIMS
K-12
COLLEGE PREP
CHARTER DISTRICT

Your future begins
with AIMS
Apply Today!

**A-rated public K-12 schools in Oakland.
A safe and welcoming environment
where students can learn and thrive!**

AIMS K-12 College Prep Charter District is an award-winning, tuition-free public school. We offer free meal program, on-site academic support, special education, English learning, social-emotional support, athletics/clubs, and more!

We are open to all Oakland and California students. Resource families, students with disabilities, and English language learners are welcome to apply.

APPLY TODAY!

171 12th Street | 746 Grand Ave | Oakland | CA
AIMSK12.ORG



AIMSK-12
COLLEGE PREP
CHARTER DISTRICT

Tu futuro comienza

con AIMS

¡Aplica hoy!

¡La escuela pública gratuita K-12 con calificación A de Oakland apoya a las familias que aprenden inglés como segundo idioma!



¡APLICA HOY!

AIMS K-12 College Prep Charter District es una escuela pública galardonada y gratuita. ¡Ofrecemos un programa de comidas gratis, apoyo académico en el lugar, educación especial, aprendizaje de inglés, apoyo socioemocional, atletismo/clubes y más!

Estamos abiertos a todos los estudiantes de Oakland y California. Las familias de recursos, los estudiantes con discapacidades y los estudiantes del idioma inglés son bienvenidos a postularse.

171 12th Street | 746 Grand Ave | Oakland | CA
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AIMS K-12
COLLEGE PREP
CHARTER DISTRICT

您小孩的未來

由 AIMS 開創

立即報讀!

全人教育 直上大學



了解詳情

AIMS K-12 College Prep Charter District 是一所屢獲殊榮的免學費公立學校。我們提供免費膳食計劃、補課支援、特殊教育、英語學習、情緒輔導、體育和學會等等!

我們開放給所有屋崙和加州的學生。歡迎寄養家庭、學習障礙和英語學習者報讀。

171 12th Street | 746 Grand Ave | Oakland | CA
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Outdoor Banners:

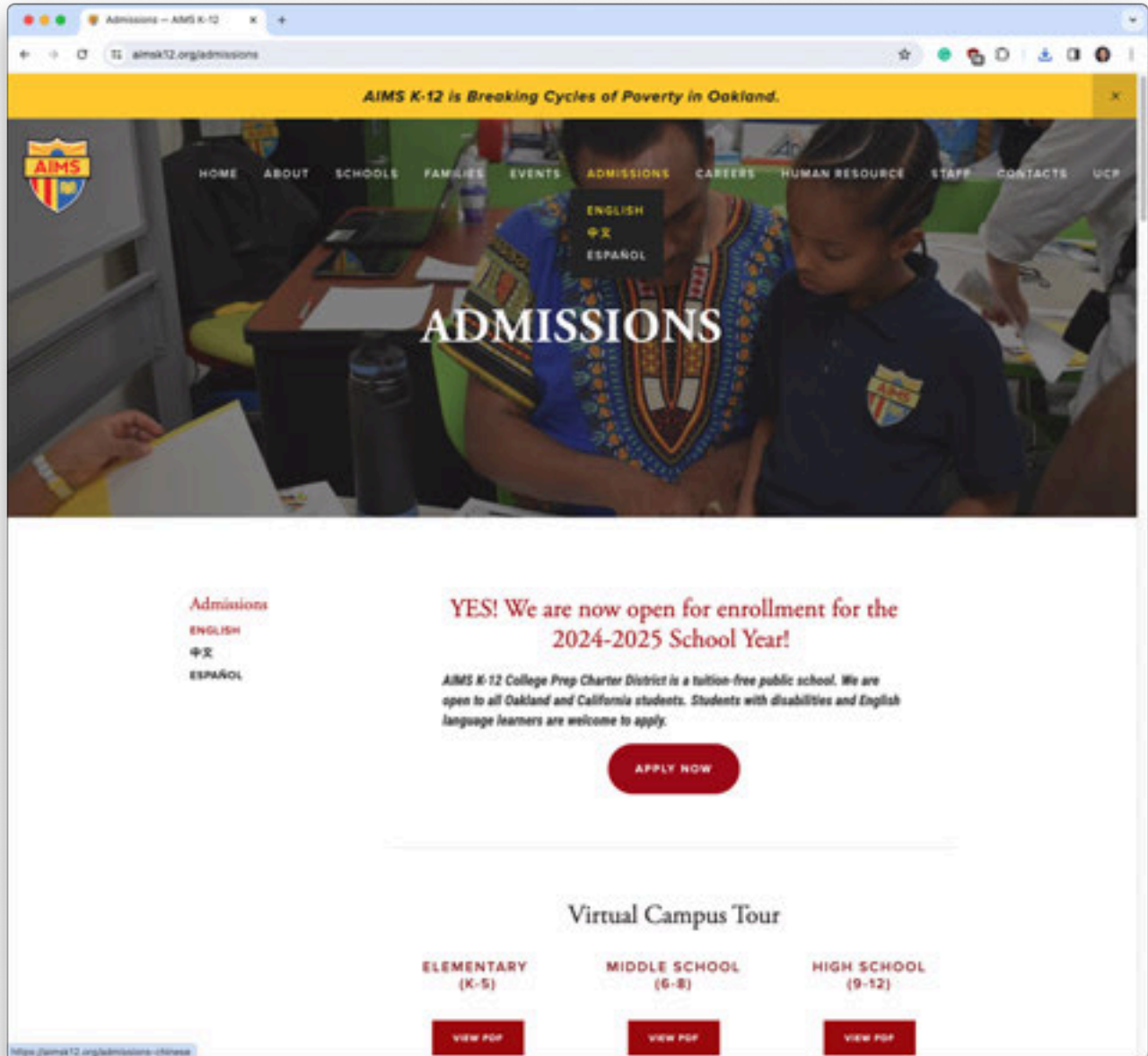




Outdoor Advertising:

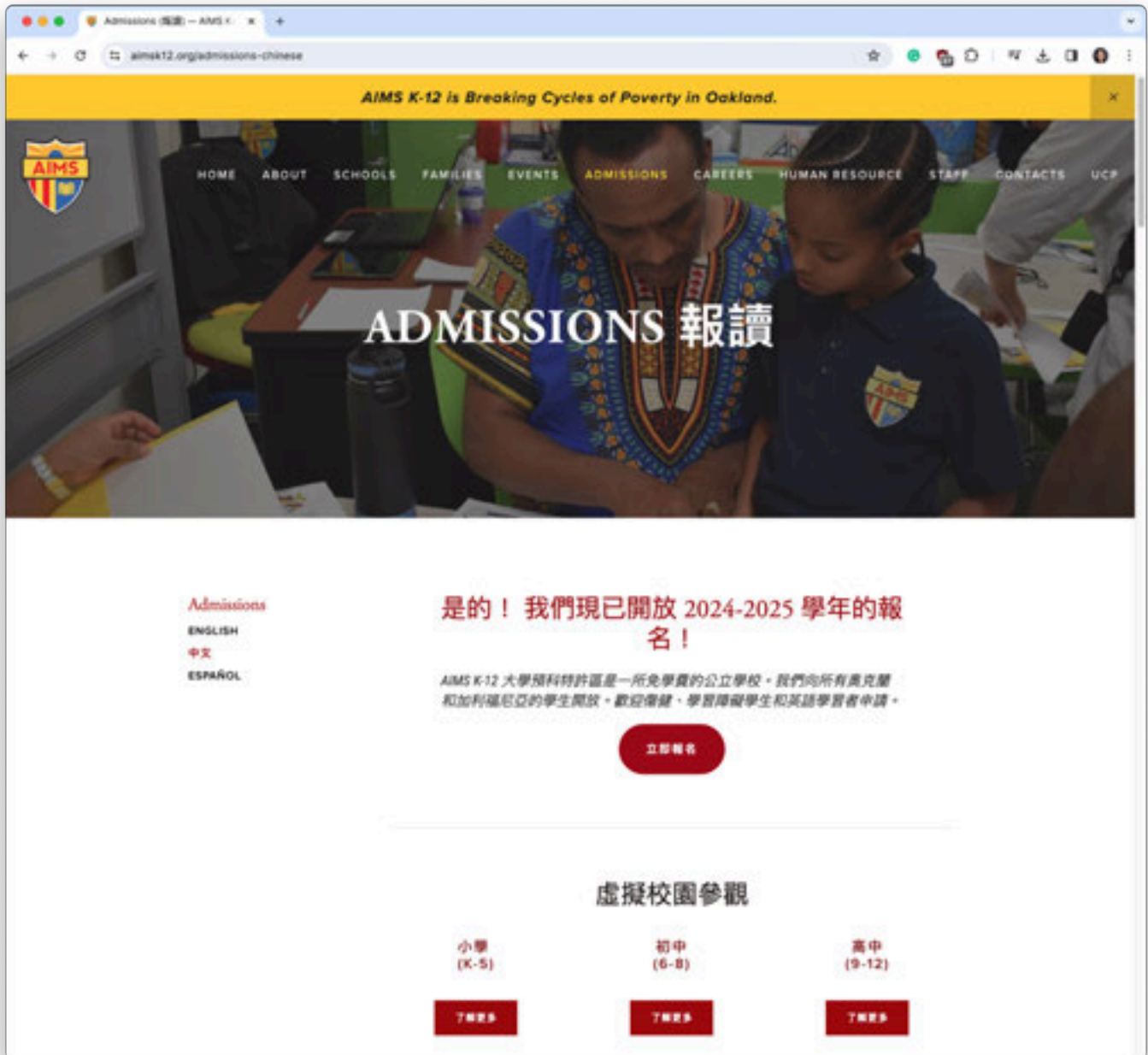


AIMS Admissions Webpage:



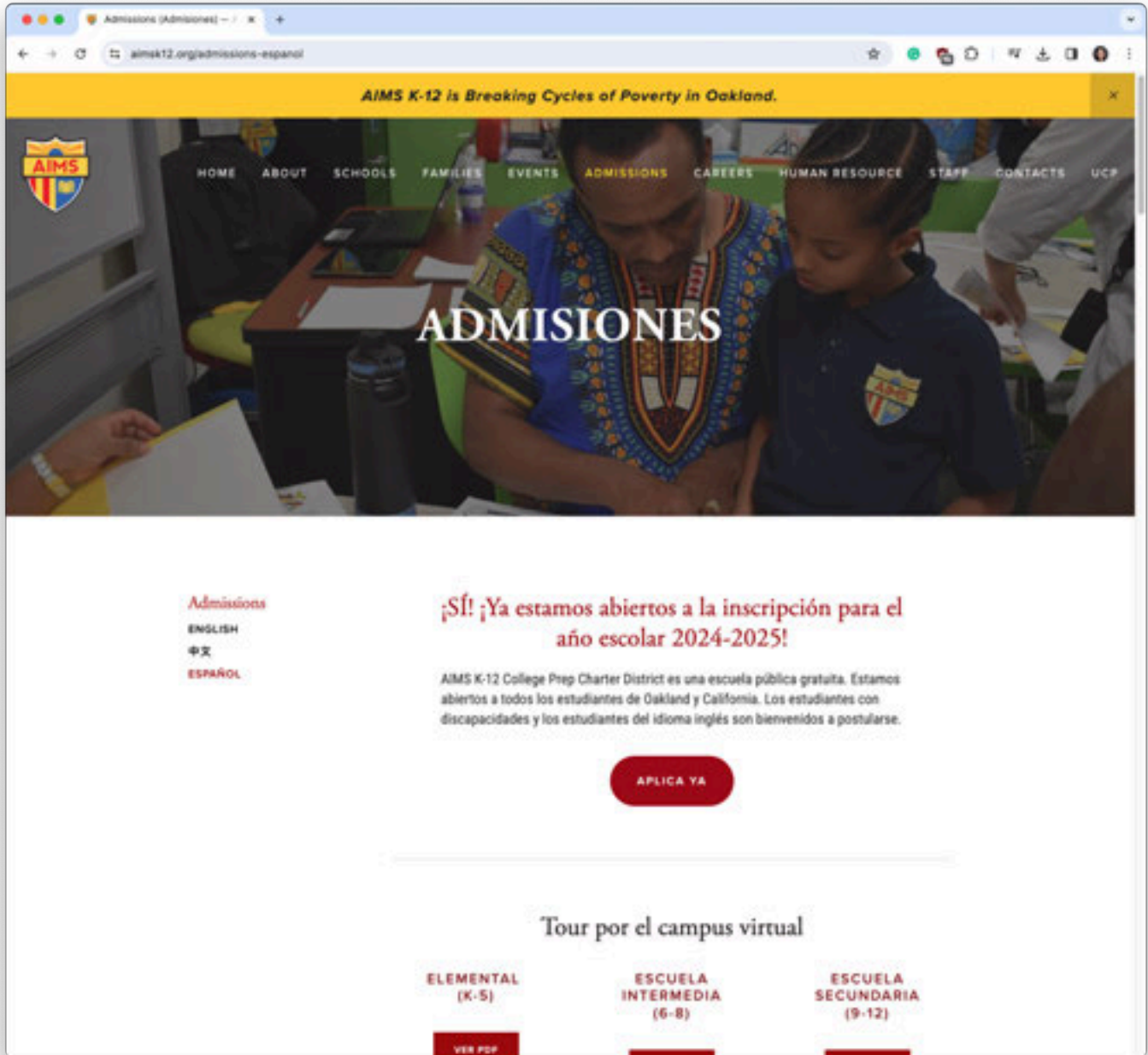
<https://aimsk12.org/admissions>

Info in Chinese:



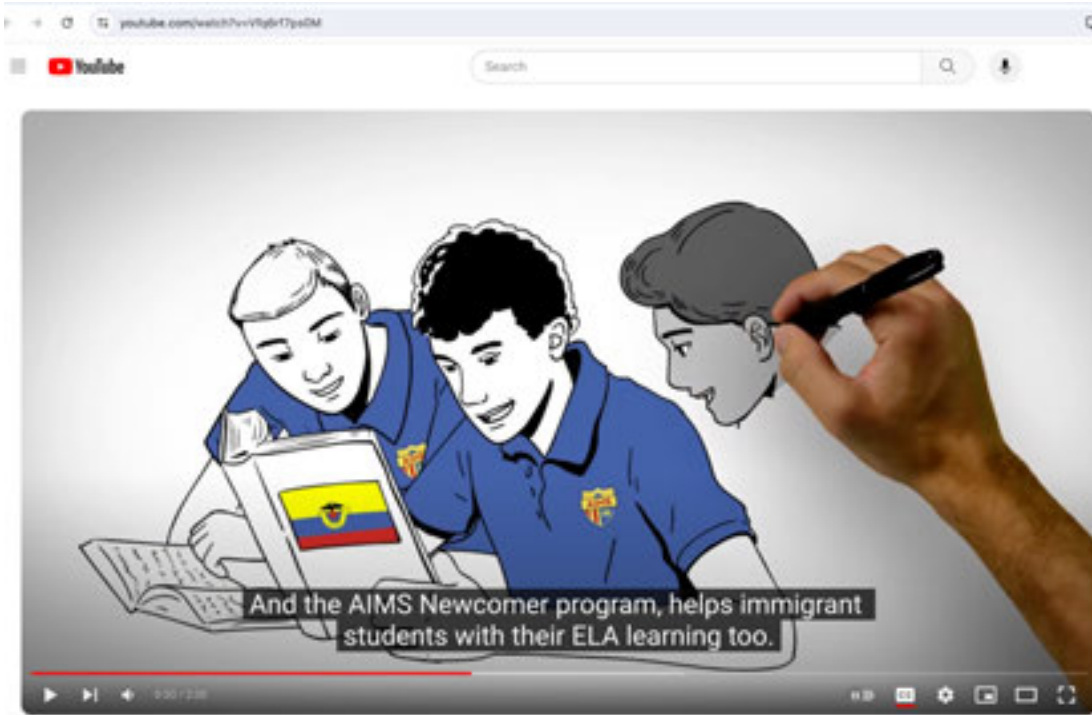
<https://aimsk12.org/admissions-chinese>

Info in Spanish:



<https://aimsk12.org/admissions-espanol>

AIMS whiteboard intro video that mentions SpEd, EL, and Newcomer program:



AIMS K-12 College Prep Charter District

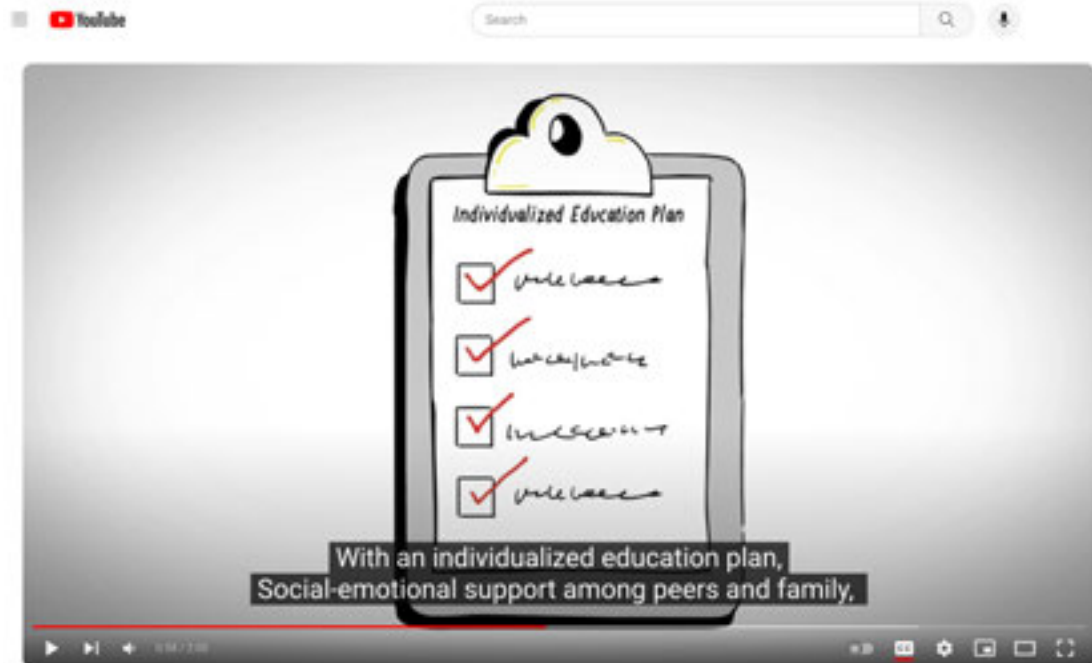
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AIMS K-12 College Prep is coming up on its 25th anniversary. Oakland's second publicly-funded charter school, AIMS was initially conceived of as a place where Native American families could facilitate a cultural connection for their children and get a rigorous public education. In the years since it first opened, it expanded from just a middle school to a middle and high school and, by 2012, a complete K-12 school. Currently serving approximately 1,300 students, AIMS K-12 College Prep has been recognized as a National Blue Ribbon school and by Innovate Public Schools for closing the achievement...more



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youtube.com/watch?v=vfjbr7ys2DM

YouTube

In Class Aides



In class aides and speech therapy,

1:54 / 2:00

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youtube.com/watch?v=vfjbr7ys2DM

YouTube

On-site Special Education Services



Students receive On-site special education services,

1:54 / 2:00

AIMS K-12 College Prep Charter District

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Chinese (Cantonese) Voiceover

On-site Special Education Services

學生在校內接受特殊教育服務

AIMS K-12 大學預科特許學校 (中文字幕 廣東話配音)

AIMS K-12 College Prep Charter District
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126 views 2 years ago

AIMS K-12 大學預科特許學校 25 週年。美國的第二所公立特許學校，AIMS 最初被設想為一個地方，澳洲學生在當地可以以距離為他們的跨文化聯繫並接受基礎的公共教育。在它首次開辦後的幾年裡，它從一所中學擴展到一所初中和高中。到 2012 年，一所完整的 K-12 學校，目前為大約 1,300 名學生提供服務。AIMS K-12 大學預科已被認定為國家特許學校和創新公立學校，以助小區收入澳洲裔美國學生的成績差距。...more

Spanish Voiceover

On-site Special Education Services

migrantes con su de inglés los estudiantes reciben servicios

Distrito autónomo de preparación universitaria AIMS K-12

AIMS K-12 College Prep Charter District
429 subscribers

39 views 1 month ago

El distrito AIMS tiene escuelas galardonadas con un enfoque especial en la preparación universitaria. El 100% de los estudiantes graduados de AIMS son aceptados en colegios y universidades de 4 años. Con puntajes en Matemáticas y ELA que superan las expectativas en todos los ámbitos, AIMS es la mejor opción para la educación de sus estudiantes. Inscríbete con nosotros. <https://aimsk12.org/admision-espanol> ...more

Presentation Slides about SpEd and ELD

Special Education

Pre-SPED Identification

- Student Success Plan
- 504 Plan
- Small Group Instruction
- Adaptive Furniture and Equipment
- Pull-out and Push-in Academic Support
- Modified Instruction
- Additional Instructional Time
- Data based intervention

SPED Identification

- Items Mentioned Above
- Individual Education Plan (IEP)
- IEP Driven Services and Support

Post-SPED Identification

- Tracking of Academic Progress
- Small Group Instruction
- Adaptive Furniture and Equipment
- Pull-out and Push-in Academic Support
- Modified Instruction
- Additional Instructional Time
- Data based intervention

Social-emotional and Behavioral Support

- On-site social-emotional counselor
- Restorative Justice Saturday School circle time to discuss infractions and seek ways for prevention
- Volunteer work to serve the community
- Collaborate with Middle School to help strategize on ways to improve within our community
- One-click bullying report on website
- Positive Behavioral Interventions and Supports (PBIS) point system for prizes and events



English Learning Development

- On-site ELD Coordinator and Instructional Aides
- Small group after-school tutoring
- One-on-one push-in & pull-out support
- Professional development for teachers
- ELAC & DELAC meetings
- Reclassification award ceremony
- Newcomer program
- ELS Saturday class for families



Reclassification Award Ceremony 2019



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)

AIPCS II

171 12th St | Oakland | CA 94607

E elementary@aimsk12.org

T 510-893-8701

F 510-893-0345

www.AIMSK12.org

AIMS College Prep Middle School (6-8)

Formerly known as AIPCS

171 12th St | Oakland | CA 94607

E middle@aimsk12.org

T 510-893-8701

F 510-893-0345

AIMS College Prep High School (9-12)

Formerly known as AIPHS

746 Grand Ave | Oakland | CA 94610

E highschool@aimsk12.org

T 510-220-5044

F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT N

American Indian Public Charter School II (AIPCS II) Lottery Preferences

AIPCS II offers enrollment preferences according to the following order:

1. Currently enrolled AIMS K-12 students
2. Siblings of currently enrolled AIMS K-12 students
3. Other students residing in OUSD
4. All other students residing outside of OUSD

***Priorities: Students without a Permanent Address**

Families without a permanent address or who are in transitional housing are instructed to use Oakland Enrolls Address. Oakland Enrolls asks that students that are experiencing homelessness be given the privileges of the McKinney-Vento Act.

What is Oakland Enrolls

AIPCS II has been in partnership with Oakland Enrolls since 2015. Oakland Enrolls is a non-profit organization dedicated to helping Oakland families find the best public schools for their children. Through this partnership, AIPCS II gained access to the Oakland Enrolls portal, making exploring and comparing information about all Oakland charter public schools easy. Oakland Enrolls also handles the common application process for 98% of charter schools in the area, simplifying enrollment for families. This collaboration strengthens AIPCS II's commitment to providing excellent education choices while supporting Oakland Enrolls's mission to make school selection more accessible.

What is SchoolMint

SchoolMint is a web-based student enrollment suite of software solutions designed to help educators, individual schools, and large school districts track application progress, facilitate their enrollment processes, and streamline student transfers.

How is SchoolMint used

SchoolMint helps from start to finish: **application, lottery and placement, registration, and re-enrollment.**

Schoolmint is used for various purposes related to the enrollment process:

- **Storage and Management of Applications:** SchoolMint serves as a digital platform to store and manage applications. It allows for the collection and organization of student data, contact information, and parent names, essentially digitizing the information that would traditionally be found on a paper application.
- **Reporting and Organization of Applications:** The platform enables schools to generate reports on student applications and helps organize applicants efficiently. This feature assists in tracking the progress of applications and streamlining the enrollment process.
- **Communication with Applicants and Families:** SchoolMint facilitates communication by allowing schools to send messages to applicants and their families. This could include updates on the application process, important dates, or any other relevant information.

- **Capture and Prioritization of Student Priorities:** The system allows schools to capture priorities for students according to the charter or specific criteria. Additionally, SchoolMint supports the use of these priorities in running an online lottery. This feature ensures a fair and transparent process when there are more applicants than available spaces.

When does the lottery occur

- The public lottery for enrollment typically takes place in **March**. Lottery results will be released in bulk **by Oakland Enrolls in March**.
- Schools will **not** make lottery offers public through SchoolMint after running the lottery. **Oakland Enrolls will make all lottery offers public in March.**

Messages go out 2-3 weeks before the lottery and include:

- Lottery date/time/location
- How many seats are open in each grade
- What to do if they get an offer
- What happens if they accept an offer/how to register
- What happens if they're waitlisted
- Release date of results in SchoolMint (**March**)
- Deadline to accept offers (**March**)

How does the lottery work

The lottery process operates as follows:

- **Applications:** Applications received by the deadline are included in the lottery.
- **Algorithm for Eligibility:** An algorithm determines eligible students based on the school's priorities.
- **Verification of Priorities:** The enrollment team verifies the priorities set by each applicant.
- **Sorting and Randomization:** The system sorts applicants by priority preferences. Then, the system randomly sorts within each group to produce the lottery results. It's important to note that staff cannot alter the lottery results as the system generates them randomly.
- **Acceptance and Declination:** Families can only accept one school offer, and any other offers will be automatically declined.
- **Waitlist Placement:** If applicants are not accepted during the lottery, they are automatically placed on the waitlist. The system generates the waitlist randomly and is based on the school's priorities.
- **Staff Limitations:** Staff is legally prohibited from altering anyone's numerical placement on the waitlist.
- **Waitlist Fluctuation:** The waitlist will fluctuate based on the applicant's priorities, reflecting changes in the school's available spaces.

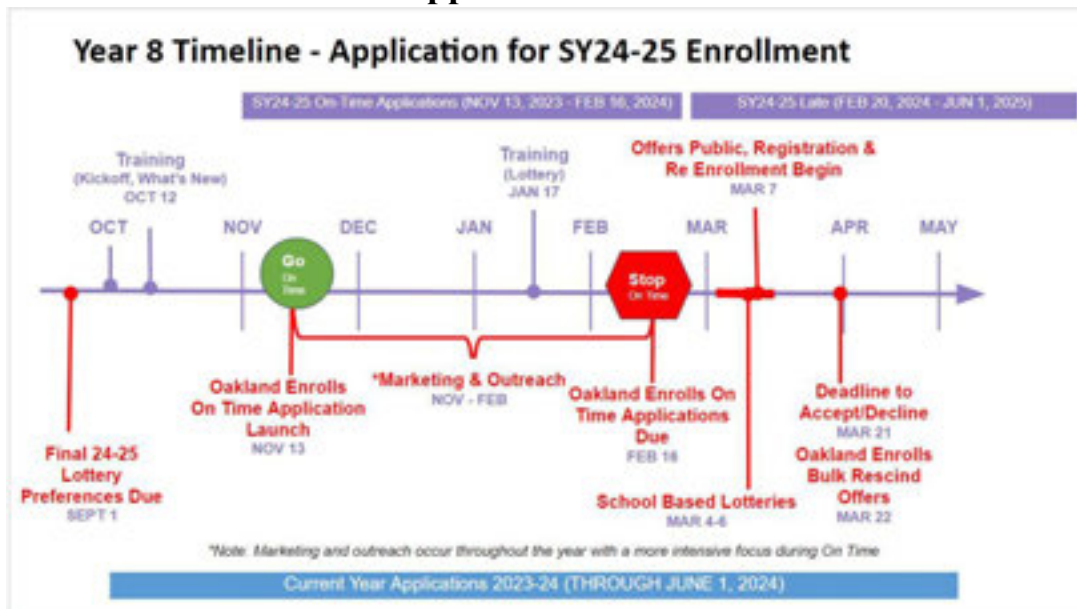
This process ensures a fair and transparent method for allocating available spaces based on the school's priorities and randomization within those priority groups.

How are parents communicated and notified

Parents are communicated with and notified of the lottery through a structured process in SchoolMint:

- **Pre-Lottery Communication:** Sent through SchoolMint to inform parents about the upcoming lottery.
- **Parental Communication Preferences:** Parents can select their preferred contact methods, choosing between email or text messages.
- **Automated Communications:** Families automatically receive messages from the system when specific actions occur, such as receiving an offer, accepting an offer, or declining one.
- Example: "Congratulations, you have accepted your offer..."
- **Post-Lottery Communication:** Sent through SchoolMint to provide information after the lottery.
- **Default Messaging:** If no action is taken by the parents, applicants will receive default messaging written by Oakland Enrolls.
- **Customized Messaging:** Schools have the flexibility to craft and personalize messages. Following the offer made or accepted, a customized message is automatically sent to families through their preferred contact method. Additionally, families receive a list of required enrollment documents specific to the enrolled grade level, along with corresponding deadlines.

Year 8 Timeline - Application for SY24-25 Enrollment



Trainings

Oakland Enrolls provides training to school staff throughout the school year. Trainings attended this school year:

Operations Training - Thursday October 12th, 2023.

Lottery training - Wednesday, January 17, 2024.



AIMS K-12 College Prep Charter District

AIMS College Prep Elementary (K-8)
AIPCS II
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746 Grand Ave | Oakland | CA 94610

E highschool@aimsk12.org
T 510-220-5044
F 510-519-5549

CAP Committee Progress Monitoring Report Evidence

EXHIBIT O

AIMS SPECIAL EDUCATION TRAINING

Date	Subject	Audience	Objective	Outcome
7/25/2022	Special Ed (SpEd) Overview and Expectations	District and Site level leadership	Introduction to new SELPA procedures and policies in identifying and support of students with disabilities. Reminder of expectations of leadership.	Leaders shared with their staff procedures and expectations and monitored implementation of identifying and supporting students with special needs.
8/3/2022	SpEd Overview and Expectations	K-12 All Staff	Introduction to new SELPA procedures and policies in identifying and support of students with disabilities.	Teachers and support staff understand how to refer students for interventions via the SST process , in addition to how to support students with IEPs using accommodations and modifications.
8/9/2022	SpEd Accomodations and Modifications	K-5 Teachers	How to support students with disabilities with IEP and 504 determined accommodations and modifications.	Teachers and support staff can use accomodations/modifications to help students with disabilities in their classrooms and know to refer students to the SST for early support in the prereferral process.
8/12/2022	SpEd Accomodations and Modifications	6th-12th Teachers	How to support students with disabilities with IEP and 504 determined accommodations and modifications.	Teachers and support staff can use accomodations/modifications to help students with disabilities in their classrooms and know to refer students to the SST for early support in the prereferral process.
10/14/2022	Inclusion: UDL Strategies	6th-8th Teachers and IAs	How to use universal designs for learning to help all students access and engage with curriculum. In addition to learning of the steps to refer students suspected of needing additional for the SST process.	Teachers and aides can implement UDL's in classrooms and use the SST referral process to support students.
1/3/2023	The Inclusive Classroom	K-5 Teachers	How to use universal designs for learning to help all students access and engage with curriculum. In addition to learning of the steps to refer students suspected of needing additional for the SST process.	Teachers and aides can implement UDL's in classrooms and refer students needing additional support to the SST process.
3/31/2023	UDL- Accommodations and Modifications	K-5 Teachers	How to use universal designs for learning to help all students access and engage with curriculum. In addition to learning of the steps to refer students suspected of needing additional for the SST process.	Teachers and aides can implement UDL's in classrooms and refer students needing additional support to the SST process.
8/7/2023	Implementation of the IEP	K-8 Teachers, IAs and support staff	How to read the IEP at a Glance, implement accommodations/modifications, identify and refer students needing more interventions for the SST process.	Teachers and support staff can implement UDL's in classrooms and refer students needing additional support to the SST process.
8/7/2023	Implementation of the IEP	6th-8th Teachers	How to read the IEP at a Glance, implement	Teachers and aides can implement UDL's in classrooms

			accommodations/modifications and refer students needing more interventions for the SST process.	and refer students needing additional support to the SST process.
8/17/2023	CPI Nonviolent Crisis Intervention	SpEd Teacher and Counselor	Provides the knowledge required to respond early and effectively, allowing staff to prevent or defuse behavioral escalation.	Admins, Teachers and Counselors will effectively prevent and/or defuse behavioral escalation with their students.
11/3/2023	Tips for Understanding and Managing Challenging Behaviors	K-5 Teachers and IAs	Build understanding that behavior is communication and with relationship building, setting the environment, careful selection and implementation of research based interventions and collaboration the intensity and frequency of student challenges can be reduced.	
11/27/2023	IEPs, 504 and SSTs	K-8 Teachers and IAs	How to read the IEP at a Glance, implement accommodations/modifications and refer students needing more interventions for the SST process.	Teachers and aides can implement UDL's in classrooms and refer students needing additional support to the SST process in fulfillment of Child Find responsibilities.
1/5/2024	SpEd and 504 Accommodations and Modifications	K-5, 9-12th Teachers and IAs	How to support students with disabilities with IEP and 504 determined accommodations and modifications.	Teachers and support staff can use accommodations/modifications to help students with disabilities in their classrooms and know how to refer students to the SST for early support in the prereferral process and fulfill Child Find responsibilities.
1/5/2024	Tips for Understanding and Managing Challenging Behaviors	K-5th Teachers, IAs and support staff	How to support students with behavioral challenges.	Teachers and support staff will understand that behavior is communication and use best practices to help students.