



FINAL

**Oakland Aviation High School**

7850 Earhart Rd  
Oakland, CA 94621  
August 13, 2007 at 5:15pm

Attendees: Lisa Blair, Peter Simon, Jim Hager, Solomon Adio, Yomi Ogunrinola,  
James Sulton (left early), Chinga Pan

Other Attendees: Jay Dunlap (Principal), Delphine Sherman (EdTec), Louw Smith (EdTec),  
Drew Detsch, Al Portillo (new Board member)

**I. Call to Order**

Ms. Blair called the meeting to order. **5:30pm**

**II. Approval of Agenda**

**Amendment to the agenda, James Sulton: Discussion of Committees**

**5:31pm**

**Motion:** Ms. Blair moved to approve the amended agenda.

**Second:** Solomon Adio

**Vote:** All present voted in favor.

**III. Approval of Minutes**

Amendments to minutes:  
June 18<sup>th</sup> minutes

**5:35pm**

**Motion:** Mr. Simon moved to approve the amended minutes.

**Second:** Jim Hager

**Vote:** All present voted in favor.

The Board welcomed Chinga Pan and Al Portillo to the Board.

Member: James Sulton brought two items to the board:

1. Nicole's Send-off;
2. Discussion of Committees: Mr. Sulton explained that committees are required to address specific issues. Board showed strong support for the implementation of committees. Mr. Sulton presented materials and sign-up sheet to the board regarding committees for:
  - 1) Course Development
  - 2) Staff support evaluation
  - 3) Community outreach and event support
  - 4) Fiscal Planning and management

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#### IV. Report

#### Receive Principal's Report

6:00 pm

##### **New Staff Introductions:**

**Rasheeda Haveliwala: World History:** Duties to include: orientation for professional development

##### **Rhonda Webb: Dean of Student affairs:**

**rhondaoahs@gmail.com:** Duties to include: Enrollment, event planning, student discipline, peer mediation.

**Lee Towles: Mathematics:** Duties to include: Department, curriculum, training (teachers).

##### **Free Rent:**

OAHS suffered from accreditation problems even after having received their 501(c) 3. CCSA worked with Mr. Dunlap to define school's accreditation to the Port of Oakland's satisfaction. In the interim received preliminary WASC accreditation. Full accreditation via WASC takes 18 months. WASC report and CCSA's efforts convinced Port of Oakland to yield their decision to afford OAHS the reduced rent (free).

Goals for the Principal: To delegate responsibility amongst staff members. To make the school self-sustainable.

##### **STAR test results:**

The STAR test results were not quite up to Mr. Dunlap's expectations. Compared to other schools Mr. Dunlap saw algebra performance below proficiency. Two causes 1) poor instruction, need better curriculum development 2) Incoming students need more support in mathematics. Mr. Dunlap is proposing a daily math practice for fundamental standards. The goal he is setting is to achieve a 30% increase in STAR results. He plans to employ teachers at 9<sup>th</sup> grade social studies with an English skills focus.

#### V. Discussion Items

##### **A. Financial Update**

6:50pm

Ms. Sherman presented the financial update, including 06/07 year end results and the July financials; See PowerPoint presentation.

##### **Year End Results**

The school is projected to have a net income of 9K. A large percentage of the year's revenue had grant restrictions and therefore the school had to reduce some of the revenue it was recognizing in 2006/7 from those grants. Fortunately these can be rolled over into 07/08. 70K of Implementation Grant will be rolled over for a total of 250K implementation grant revenue in 07/08. All other restricted monies have been expensed out. School also recognized GS donation in 2006/7.

OAHS spent very conservatively which helped its cash flow. OAHS ended well within forecast. Largest variance in utilities. Field Trips, contract instruction and tutoring (school got volunteers).

Ms. Sherman presented the July financials. School is tracking favorably against budget. Nothing unexpected occurred during the month. School ended with 180K in bank. Ms. Sherman is predicting a tighter cash flow during the middle of school year. Mr. Dunlap recommended a back-up plan: getting donations for materials and delaying the purchase of materials during tight months (if possible). School will pay back 1/3 of its loan this year.

Changes to the 2007/8 forecast include: increase in revenue recognition of Implementation Grant, addition of salary and benefits for Dean of Students, reduced rent to only 1 month of rent.

**B. Lease Update**

**6:10 pm**

This item was covered in the Principal's Report.

**C. College of Alameda Classes Update**

**7:15pm**

This Fall slated to phase in aviation classes. Course to begin labor day. Simultaneously starting an introduction to business class. No cost to school. Students enrolled in College of Alameda (CoA) considered to be College of Alameda students. Mr. Simon raised the issue that OAHS would have to file all the relevant documentation along with CoA. Mr. Simon also mentioned the possibility for future Logistics studies currently being developed by CoA.

Ms. Blair recommended promoting the College of Alameda collaboration for future marketing events.

Mr. Dunlap explained issue of CoA/OAHS funding issue. OAHS must provide a minimum number of instructional minutes (64,800 minutes per year). Student must attend at least 80% of available instructional minutes. Students not taking CoA courses will continue to attend OAHS. College of Alameda classes treated as a study hall/College prep electives. Attendance will not be taken during this time.

Another proposal would be to change the supplemental hours schedule and also change the schedule for the College.

Mr. Dunlap also expressed his concern that a more tenable future solution must be reached.

**C. WASC Report**

**6:20 pm**

OAHS has already gained a preliminary accreditation. Full accreditation will take approximately 18 months.

Mr. Dunlap declared that unless the board objects he will act unilaterally to proceed with WASC accreditation.

**D. OAHS Staff List with Detail**

**6:30 pm**

**English:** Sambrani (Interim Credential), Matthews (Ca Cred.)

**Mathematics:** Towles (Prelim Cred.), Paul (Ca Cred.)  
**Aviation:** Paul (physics), Gordon (social studies)  
**Social Studies:** Haveliwala (project pipeline BTSA, Gordon  
**Biology:** Howard (Anatomy) (Ca Cred.)  
**Technology/Art:** Castellanos (Ca Cred.)  
**Spanish:** Via UCCP online courses.

**E. August 18<sup>th</sup> Barbeque**

**7:20 pm**

**BBQ:** Done in prior years, very successful. Need volunteers. Slated to occur 1:00-3:00pm Aug 20, 2007

**Peter Simon:** Cook and Set-up  
**Simon Adio and co. :** Cook and Set-up  
**Set-up: 12:00pm:** Move everything to park, signage

**Food, drinks, utensils:** OAHS, Jim Hager  
**Signage:** Al Portillo

**VI. Action Items**

**A. Board Nominations: (Lisa Blair Stepping down & Chinga Pan – Treasurer) 5:40 pm**

**Treasurer Nomination:** Chinga Pan, CPA, resume submitted to board on a prior occasion. Ms. Sherman informed the Board that Ms. Pan must be given bank signatory privilege prior to approving checks.

**Motion:** Ms. Blair moved to approve Chinga Pan as new board member with signatory privilege.

**Second:** Jim Hager

**Vote:** All present voted in favor.

**Nomination: Board Member: Al Portillo**

**Motion:** Ms. Blair moved to nominate Al Portillo as new board member.

**Second:** Jim Hager.

**Vote:** All present voted in favor.

**Nomination for president: Solomon Adio**

**Motion:** Mr. Simon moved to nominate Solomon Adio as President.

**Second:** Ms. Blair.

**Vote:** All present voted in favor.

**Nomination for Secretary: Peter Simon**

**Motion:** Mr. Adio moved to nominate Peter Simon as Secretary.

**Second:** Yomi Ogunrinola

**Motion:** All present voted in favor.

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**B. Approve the school calendar & bell schedule** **7:30pm**

**Motion:** Mr. Simon moved to approve the school calendar & bell schedule.

**Second:** Yomi Ogunrinola.

**Vote:** All present voted in favor.

**C. Approve Instructional Minutes** **7:35 pm**

There are 300 more minutes than required

**Motion:** Mr. Simon moved to approve the Instructional Minutes.

**Second:** Yomi Ogunrinola.

**Vote:** All present voted in favor.

**D. Approve Supplemental Hourly Instruction/Retention Policy** **7:45 pm**

There is an 8 hour school day. Extra time will be used for remediation on Wednesdays. Will also use Saturday school for supplemental hours. There are 144 days of supplemental hours.

**Motion:** Mr. Simon moved to approve Supplemental Hourly Instruction/Retention Policy.

**Second:** Yomi Ogunrinola

**Vote:** All present voted in favor.

**E. Approve Updated LEA Plan** **6:45 pm**

Per Mr. Dunlap's request table until next month.

Local Education Authority Plan needs to be reviewed annually. Mr. Dunlap proposes that the board vote on the LEA revision next month after board members are able to discuss changes with the stakeholders (Students, parents etc).

**F. Check Register Approval** **7:10pm**

**Motion:** Ms. Blair moved to approve the check registers.

**Second:** Mr. Simon.

**Vote:** All present voted in favor.

**VII. Invitation to the Public to Address the Board** **7:41pm**

**VIII. Adjournment** **7:50pm**

The Board recognized outgoing President Lisa Blair's efforts and thanked her for her dedication and support throughout the course of OAHS.

New Secretary, Mr. Simon emphasized communication as a means to address issues ahead in the future. He is looking toward the

future and supports the vision of OAHS.

**Motion:** Ms. Blair moved to adjourn the meeting.

**Second:** Mr. Simon.

**Vote:** All present voted in favor.

**Next Meeting**

**A. Date/Time/Location of the Next Meeting:**

Monday, September 17 at 5:15PM

**B. Agenda Items:**

Approve LEA Plan

Revisit Instructional Minutes and Supplemental Hourly Instruction