



FINAL

**Oakland Aviation High School**

7850 Earhart Rd  
Oakland, CA 94621

December 17, 2007 at 5:15pm

Attendees: Solomon Adio, Peter Simon, Chinga Pan, Jim Hager, James Sulton, Al Portillo, Duncan Clendenin, Audrey Wright

Other Attendees: Jay Dunlap (Principal), Josh Newman (EdTec)

**I. Call to Order**

**5:43 pm**

The meeting was called to order at 5:43 pm.

**II. Approval of Agenda**

**5:45 pm**

**Motion:** Mr. Simon moved to approve the agenda.

**Second:** Al Portillo.

**Vote:** All voted in favor.

**III. Approval of Minutes**

**November 12, 2007**

**5:46 pm**

Minutes were approved as presented.

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

**Second:** Duncan Clendenin.

**Vote:** All voted in favor.

**IV. Action Items**

**A. Board Nomination: Audrey Wright**

**5:48pm**

**Postponed until she arrives.**

**B. Standing Committee Reports**

**5:50 pm**

- Events Support (James Sulton): The committee has been working on a fly-in event. The most difficult issue is to find a location. They are interested in the North Field. Reportedly the new director of the field is more receptive.

Jay Dunlap met with Joann's intern, who is detailed to the school. The request is to create an aviation careers fair, with specific job information posted on the website. This would tie-in excellently with the fly-in.

- Staff Development (Al Portillo): The committee is still in transition. There will be an update in January.
- Curriculum Development (Peter Simon): Currently they are focused on getting the classes in place. He is the only committee member.
- Fiscal Planning (Duncan Clendenin): He has organized a volunteer team of Bain consultants of 3-5 part-time consultants for 3-4 months. Its costs are approximately \$100/month.

### **C. Approve Check Register**

**6:04 pm**

They would like have added the bank transactions to the check register, which Josh Newman agreed to.

{Check 2375: check that comes from the implementation grant and coded to Field Trips (not other food and student food services)}

**Motion:** Mr. Hager moved to approve the check register, as amended for Check 2375.

**Second:** Mr. Simon.

**Vote:** All voted in favor.

### **D. Lean Initiatives follow-up Presentation**

**6:15 pm**

Solomon Adio reviewed the plan for the New Leaders' Culture Pilot. He will need a representative from the Board, the student-body and the staff to serve on the core-team. The core-team will then take on the development of a curriculum. Mr. Adio reviewed a detailed written "checklist" for the plan.

### **E. Facilities Update (Construction)**

**6:34pm**

Mr. Adio requested the contractor to attend to help resolve misunderstandings. Mr. Adio said that one of the "lessons-learned" is to bring the contractor in before approving budgets and scope. His name is Emmanuel and he is a structural engineer. He discovered that there is no insulation in the ceiling. Also, the false ceilings are in need of repair and replacement.

Jay Dunlap mentioned that the goal is to have a dedicated space for the LEAN program. And Mr. Dunlap is supportive of deploying funds to create a model classroom. Nonetheless, he has a March deadline for the first third of the WASC process. To integrate these processes, things must move quickly, especially since they are in the middle of recruiting for next year and it's not clear where the space will be for the new students.

The Board decided it's critically important to set up a facilities committee, including Mr. Dunlap. The short-term goal is to fix the items that are broken. The long-term goal is to develop a strategic facilities plan and then execute against it.

**A. Board Nomination: Audrey Wright****7:25 pm**

She expressed a love for Aviation, having been in maintenance for the last 20 years, including the role of women in aviation.

**Motion:** Mr. Hager moved to appoint Audrey Wright to a 2-yr term, effective 12/17/07 as a member of the Board of Directors.

**Second:** Mr. Sulton.

**Vote:** All voted in favor. (except Al Portillo, who had to leave the meeting)

**V. Principal's Report****7:31 pm**

Mr. Dunlap reported that OAHS has been selected by New Leaders for New Schools for an innovated Culture Pilot. The student population primarily comes from difficult environments; the school culture needs to focus on helping students to learn basic behavior skills. It's working, with many students reducing tardies, disciplinary and related issues.

On a daily basis, this Culture Pilot represents what the school is doing on a daily basis, especially around clarity and consistency.

They are bringing in the Champions organization, which takes the students on field excursions. This has the added benefit of providing relief time for the staff. However, they couldn't get the permit to take them to Golden Gate Park. Therefore it would help if Board members could volunteer to make presentations on this Thursday and Friday, so the staff could have release time.

[James Sulton left the meeting]

**VI. Discussion Items****A. Financial Update****7:48pm**

Josh Newman's presentation was in the board package, but not reviewed during the meeting because of time constraints.

**VII.****Invitation to the Public to Address the Board**

No comments.

**VIII.****Adjournment****8:00 pm**

**Motion:** Mr. Simon moved to adjourn the meeting.

**Second:** Solomon Adio.

**Vote:** All voted in favor.

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

**January 21, 2007 @ 5:15**

**B. Agenda Items:**