

FINAL

Oakland Aviation High School

7850 Earhart Rd Oakland, CA 94621

June 16, 2008 at 5:15pm

Attendees: Solomon Adio, Jim Hager, James Sulton, Al Portillo, Duncan Clendenin, Audrey Wright,

Peter Simon

Other Attendees: Jay Dunlap (Principal), Delphine Sherman (EdTec), Luis Montes (public member)

I. Call to Order • Introduction of new guests

5:39 pm

5:40 pm

Louis Montes, public member, introduced himself.

II. Approval of Agenda Motion: Mr. Simon moved to approve the agenda as presented.

Second: Mr. Clendenin

Vote: All present voted in favor.

III. Approval of Minutes May 19, 2008 5:42 pm

Motion: Mr. Simon moved to approve the minutes as presented.

Second: Mr. Portillo

Vote: All present voted in favor.

IV. Action Items A. Standing Committee Reports 5:44 pm

Event Planning Committee

Mr. Sulton initiated a discussion about having an opening event at the beginning of the next school year.

Committee Structures

Mr. Sulton would like to see more interaction between committees and the administration of the school. Mr. Adio would like to set up a separate training on Board members' roles and responsibilities. Mr. Clendenin proposed that during the summer the Board meets to review the strategic plan that Inspire left out and look at the committee structure. The meetings will take place on three Mondays in July: July 14, 21, and 28. EdTec and Mr. Dunlap will work to connect potential facilitators with Mr. Adio who will be organizing the session.

Staff Support

Mr. Portillo presented his plan to survey the teachers and help manage the transition in the administration.

Fundraising Committee

Ms. Wright presented her ideas for Fundraising, one of which is to include a Board contribution requirement

Facilities Committee

Mr. Adio presented the plans which are in place to start readying the building for the next school year.

B. Check Register Approval

6:35 pm

Board requested that EdTec check on the following:

- (1) Check on Revolution Foods Bill are double payments being made?
- (2) Review payments for bikes on credit card and directly to vendor are double payments being made?

Mr. Dunlap stated that purchasing and check writing process should be streamlined. Mr. Adio would like to discuss at Board retreat.

The Board decided to table approval of check register to the next Board meeting.

C. Approval of the ConApp

6:51 pm

Mr. Sulton inquired about the accuracy of the FRL numbers. Mr. Dunlap explained that the school can only report based on the number of students who turn in their paperwork.

Motion: Mr. Simon Second: Mr. Clendenin

Vote: All present voted in favor

D. Approval of the school calendar, bell schedule, student handbook, employee handbook

6:56 pm

Mr. Clendenin inquired about the number of students who read the student handbook. Mr. Dunlap stated that everyone reads the handbook.

Mr. Adio would like to postpone approval of the employee handbook and student handbook until the next Board meeting.

Motion: Ms. Wright Second: Mr. Hager

Vote: All present voted in favor

Mr. Adio thanked Mr. Dunlap for all he has done for the school. He V. President's Report 7:07 pm wrote the charter and has put systems and processes in place. His staff spoke highly of him. Mr. Adio stated that things can only get better from here. He met with Mr. Dunlap on Friday to get an update on where things are. Mr. Adio says a job description needs to be written that is aligned with the needs of the school. Jay is working on this and will be giving Mr. Adio a progress report. VI. Principal's Report Mr. Dunlap explained his reasons for leaving. 7:12 pm He also updated the Board on the discussions he has had with his staff. He has started interviewing for the principal position. He believes that Mr. James Sulton is the best candidate for this position. VII. Discussion Items A. Financial Update 7:36 pm No financial report – EdTec will send the financials to the Board with a summary by the end of July. B. Board Meeting Schedule for 2008-2009 7:38 pm Motion: Mr. Simon Second: Mr. Portillo **Vote:** All present voted in favor 7:40 pm C. Inventory of Assets by Mr. Jim Hager Mr. Hager wants to meet with Mr. Adio regarding this matter. D. Next Step after Inspire Presentation by Mr. Duncan Clendenin This was discussed earlier in the meeting.

Invitation to the Public to Address the Board 7:50 pm

Mr. Simon asked to step off the Board because he thinks that he will be more useful as a liaison rather than a Board member. Mr. Simon will have standing meetings with the principal and will be the college liaison between COA and OAHS.

IX. Closed Session: Personnel Matters 7:45 pm

VIII.

Adjourn regular session:

Motion – Ms. Wright Second – Mr. Sulton

Vote - All present voted in favor

Board reported out of closed session.

Motion made to hire EdTec to assist in Executive Search for up to \$5,000. Next step is for Board to meet with EdTec to draft a job description.

IX. Move to Adjourn 9:00 pm

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

July 14, 21 and 28 – Series of three board training sessions.

Next Meeting B. Agenda Items: