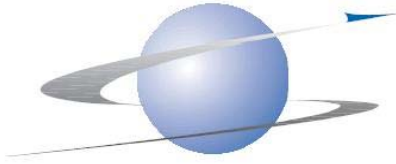


FINAL



Oakland Aviation High School

7850 Earhart Rd
Oakland, CA 94621

August 18, 2008 at 5:15pm

Attendees: Solomon Adio, Peter Simon, Jim Hager, Al Portillo, Luis Montes, Lisa Blair, Audrey Wright, Chinga Pan

Other Attendees: James Sulton (Principal), Delphine Sherman, Moe Zendeenam, Henry Medina, Ramon Rivas, Mukta Sambrani, Rosie Ortiz, Jonathan Cook, Tammy Cabading

I. Call to Order The meeting was called to order
▪ **Introduction of new guests** **5:30pm**

The following guests were introduced:

- Moe Zendeenam, Corinthian College, WYO Tech Dept of Aeronautics
- Henry Medina, Case Manager
- Ramon Rivas, friend of Jim Hager
- Mukta Sambrani, Teacher at OAHS
- Rosie Ortiz, Parent Liaison
- Jonathan Cook, website design firm
- Tammy Cabading, Admissions Counselor for Master's Program at St Mary's College

II. Approval of Agenda The agenda was approved with the following additions: **5:35pm**

- Add Flight Watch discussion item and Transportation contract action item

Motion: Mr. Hager

Second: Ms. Wright

Vote: All present voted in favor

III. Approval of Minutes **July 14, 21, and 28, 2008** **5:37pm**

The Minutes were approved with the following corrections:

July 14 correction: for vote of Principal, note that Mr. Portillo abstained from the vote

July 28 correction: note that Mr. Montes voted "No" on the check register vote.

July 14, 21, 28 correction: keep the naming on the minutes consistent ie. "Mr. Lastname"

July 14th meeting

Motion: Mr. Simon
Second: Mr. Montes
Vote: All present voted in favor

July 21st meeting

Motion: Ms. Blair
Second: Mr. Hager
Vote: All present voted in favor

July 28th meeting

Motion: Mr. Simon
Second: Ms. Blair
Vote: All present voted in favor

Principal's Report

5:43pm

Award of the month was given to Ms. Blair for her support and assistance for OAHS.

Dr. Sulton reviewed the school's financial policies. There are some items that need to be corrected, such as who are the signers on the bank account.

The website is still under construction. There is no hard deadline but they will have website up.

Dr. Sulton met with Alta Alliance Bank. 1.31% on checking account vs. less than 1% on Wells Fargo account. The bank also offers a line of credit.

Transportation Contract – The complication is from getting AMT students from the school to the college. The school is already paying \$375 per day. The school is going to only get 2 percent increase and a route is going to be added. The total contract is \$68,760.

Trio Program – Dr. Sulton used to work in the Upward Bound program, which serves as a bridge between high school and college. Dr. Sulton met with Port and Life Skills and things fell through. Dr. Sulton is looking for other alternatives. They have a Talent Search (their regular program is booked for the next five years). The school is working on this to at least acquire the minimum services.

Andale has been a huge supporter of the school. They have given money for the sports program and are also going to participate in an internship program.

Dr. Sulton summarized his successes to date:

Enrollment Update – 118 students; 140 projected.
Dr. Sulton is having meetings with ACTS Gospel, OUSD, and NBCFAE.

The board is currently out of compliance – Board is in need of a parent representative, a parent, and a student representative.
Meeting with OUSD seemed to suggest that Dr. Sulton could change the sequencing of courses as long as the school will meet the goals laid out in the charter.

Dr. Sulton met with the Principal of College Ready Academy High School CRAHS #4, which is a similar school with similar demographics that have scored very well on their API

Areas in need of improvement:

The school had low test scores. Dr. Sulton would like students to get more support. Ms. Sambrani commented that the school was tested on Life Sciences because it was a state requirement, but noted that the school did not offer Life Sciences.

Dr. Sulton summarized the Flight Plan for 2008/9 for the school.
The items that changed are:

- 1) Standards based grading
- 2) Grading based on improvement – but will be translated to letter grades
- 3) More frequent assessments
- 4) Students can self-reflect and improve on the things they need help on
- 5) Not included in grade: Attendance, bringing book to class, behavior, participation; these will be factored into work habits; citizenship grades

Mr. Cook asked who was going to support Dr. Sulton. Dr. Sulton mentioned who his coaches have been and are going to be.

Mr. Montes had three comments:

- (1) When is website going to get done and how much is it going to cost. Mr. Montes requests a plan with deadlines attached to that plan. Mr. Cook and Mr. Montes will discuss this with Dr. Sulton.
- (2) Alta Alliance Bank – wants the bank's prospectus.
- (3) Commends Dr. Sulton for the Andale connection and for exploring the MALTA partnership

Mr. Simon commends Dr. Sulton for his PowerPoint presentation.

President's Report

8:15pm

Mr. Adio talked about more efficient meetings and how communication can flow more effectively. He expressed that "Leadership is about stewardship and not about ownership."

IV. Action Items A. Check Register Approval (July)

6:20pm

Motion: Ms. Blair
Second: Ms. Wright
Vote: All present voted in favor

B. Banking Change

6:21pm

The Board discussed FDIC insured.

The Board decided to change bank accounts. They want to pursue a line of credit and look into parking the money elsewhere to maximize the revenue at Alta Alliance.

Motion: Mr. Montes
Second: Ms. Blair
Vote: All present voted in favor

Mr. Simon was not present for this vote.

C. Approval of Emergency Plan

6:29pm

The Emergency Plan needs additional specificity. Dr. Sulton would like the board to approve the plan and he will make small changes as needed.

Motion: Mr. Hager
Second: Mr. Simon
Vote: All present voted in favor

D. School Calendar

6:35pm

There were no changes from the last time it was presented.

Motion: Mr. Hager
Second: Ms. Blair
Vote: All present voted in favor

E. Bell Schedule

6:38pm

Parents were made aware of the schedule at last week's parent mixer. Emails were sent out to some parents. The parent liaison has been in touch with every student about the change.

Changes:

- (1) better aligned with college
- (2) start at 8AM, leave at 4PM
- (3) 1.5 hour of regular school day/non-electives on Friday

Motion: Mr. Simon
Second: Ms. Wright
Vote: All present voted in favor

F. Instructional Minutes

6:45pm

The school will still have instructional minutes that the school needs. 64,800 minutes

Motion: Mr. Hager
Second: Ms. Blair
Vote: All present voted in favor

G. Approve LEA plan

6:46pm

LEA plan needs to be approved every year by the board. Adhoc committee and WASC to look at the plan.

Board members need to have LEA plan, School Wide Plan, Charter and WASC Plan. These are to be sent to all Board members.

Committee members: Mr. Zendeenam, Ms. Cabading, Mr. Simon, and Ms. Blair. Preference would be to use online conferencing and to add a teacher representative.

Action: Tabled for a later meeting

Added Action Item:

Approve Transportation Contract

It has come to the board's attention after the agenda was posted. Mr. Montes noted that this was a pertinent and emergency situation.

The contract is \$8k more than last year, but an additional part of the bus route was added. A board member asked whether the contract was annual and Dr. Sulton confirmed that it was.

Motion: Mr. Simon
Second: Mr. Hager
Vote: All present voted in favor

V. Discussion Items

A. Financial Update

7:15pm

Ms. Sherman presented an update on the July financials – focusing on the budget versus actual year to date variances. The most serious risk in the school's budget is the school's enrollment/ADA.

B. Committee Reports

7:41pm

- 1) Mr. Simon – aligning COA curriculum with OAHS curriculum
- 2) Ms. Wright – first fundraising event is on its way
- 3) Mr. Portillo – trying to get a hold of Dr. Sulton to discuss staff training

C. State of the building – Mr. Montes

7:30pm

Mr. Montes brought to the board's attention that the school is in violation of the Williams settlement act.

The electrical panels need to be locked down.

Mr. Montes has repaired the drinking fountain.

The lighting, the doors, and the bathroom facilities are inadequate. There are no master keys.

These issues should be addressed by the end of September.

Mr. Montes discussed the length of meetings. He encouraged being mindful of people's time.

D. Checkbook

7:44pm

The Board had conversation on how to use petty cash amount versus checking account.

The Board discussed raising the petty cash amount from \$2k to \$4k. EdTec should follow up with school auditors to see if the \$4k is acceptable.

This Item was tabled until the next Board meeting.

Added Discussion Item:

Flight Watch Team – Dr. Sulton reported that there is a need of space for classes, and he needs the space currently occupied by Flight Watch.

Flight Watch has expensive equipment that the school could benefit from and to date the school has never taken advantage of the services.

Flight Watch is a media company provided to orient students. The original intention was to set up Flight Watch at Oakland Tech High School. Jay lobbied the organization to set it up at the school.

Mr. Adio reported that it is state exempt but does not have a 501c3 status. The fees that the organization collects are used as follows: 40% (Maintenance of equipment); 30% (Editor); 30% (Videographer)

Invitation to the Public to Address the Board

7:57pm

Ms. Sambrani spoke about the need to have a document, perhaps unwritten, that talks about the duties and responsibilities of a board member.

There was a call for an integrated vision of the school, with more discussion about the students and the school.

Mr. Montes feels that the conversation was not pursued adequately. Mr. Montes suggests that the Staff Advisory

Committee come up with a list of what the board can help with and present this list to the board so that there are metrics that can be used to evaluate the board.

Mr. Cook expressed that he does not feel spirit of the students that we are educating during the board meeting discussions. The discussions should include more than systems, efficiencies, and budgets.

Ms. Ortiz asked how parent reps can join the board. Dr. Sulton answered that a parent council can be formed and a parent rep can be nominated.

Mr. Zendehtnam would like more efficiency at the meeting. He will follow up with Mr. Adio about how he can participate.

Mr. Medina presented United Playerz. He took kids from OAHS to a bbq where they met students from other chapters. He requested to be given an allotment of 10 minutes on the next agenda.

Mr. Portillo leaves meeting to go to work.

VI. Closed Session: Personnel Item (Pursuant with Section 54957) 8:49pm

Report out of closed session 8:50pm

Only action taken was that Mr. Adio will step down as Board president.

VII. Move to Adjourn 9:45pm

Motion: Ms. Wright

Second: Mr. Simon

Vote: All present voted in favor

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

The next meeting will be 9/15/08 at 5:15 pm at 7850 Earhart Rd
Oakland, CA 94621

VI. B. Agenda Items:

Election of new board president.