



FINAL

Oakland Aviation High School

7850 Earhart Rd
Oakland, CA 94621

September 15, 2008 at 5:15 pm

Attendees: Chinga Pan, Jim Hager, Duncan Clendenin, Peter Simon

Other Attendees: Delphine Sherman, James Sulton, Josh Frishman, Nicole Morello, Mukta Sambrani, Rashida Haveliwala, Caitlin Hughes, Tammy Cabading, Henry Medina - United Playaz, Rozanne Ortiz

I. Call to Order The meeting was called to order. **5:32pm**

II. Approval of Agenda Agenda Approved with amendments:
- Agenda item under Discussion Items should be labeled "Parent Observation of the School" not "Board Observation of the School".

- Mr. Clendenin would like to report on the two recent resignations during Public Comment.

Motion: Mr. Clendenin
Second: Mr. Hager
Vote: All (4-0)

III. Approval of Minutes August 18, 2008 Minutes approved as presented.

Motion: Mr. Clendenin
Second: Mr. Hager
Vote: All (4-0)

Note: In July 28, 2008 minutes, Ms. Blair is listed as Mr. Blair. Change needs to be made.

IV. Principal's Report Dr. Sulton gave the following report:

Ms. Sambrani was awarded the ACE award for the month. The facility needs repairs in the following areas – Bathroom, Locks on Breakers and Keys for different rooms.

Dr. Sulton reviewed the staff with the board.
Dr. Sulton discussed the school's technology – Website,
Student and staff emails, Google Page.
Dr. Sulton discussed the need for Board Committees.
The school's current enrollment is at 131.

V. Action Items Check Register

Mr. Clendenin asked about the lunch program.
Dr. Sulton reported that money will be collected from
students who do not qualify for Free and Reduced meals.

The Board commented that the date is wrong on the check
register, the checks are out of order and the description field
is blank for one of the items. EdTec will fix these errors.

Motion: Mr. Clendenin moved to approve the check register
as long as the dates are fixed and the line item for Cotsco is
filled in with a description
Second: Mr. Simon
Vote: All (4-0)

Nomination of New Board President

Mr. Simon nominates Mr. Hager.
Mr. Hager nominates Mr. Clendenin.
Mr. Simon withdraws nomination for Mr. Hager and
nominates Mr. Clendenin for President and Mr. Hager for
Vice President

Motion: Mr. Simon
Second: Ms. Pan
Vote: All (4-0)

Teacher/Parent/Student Representation on Board

Teacher advisory committee will elect a teacher to be
representative on the board
Parent representative will be elected by parent advisory
committee.

No Action Taken

Petty Cash Limit

6:25pm

Motion: Ms. Pan makes the motion to leave the petty cash
limit at \$3,000. She encourages Dr. Sulton to write all checks
through EdTec and limit the use of the petty cash account.
Second: Mr. Hager
Vote: All

**VI. Discussion
Items**

Presentation: United Playaz

6:37pm

Mr. Medina presented the United Playaz program to the Board.

Committee Reports and Discussion:

6:56pm

Bus Committee:

Mr. Hager will look into buying a bus for the school by the end of the year. Dr. Sulton suggests talking to AC Transit. The Board thanked Laidlaw for making an extra trip to the school at no additional cost to the school.

Ms. Haveliwala discussed the need to have a fundraising committee.

Mr. Clendenin proposes that the board change the way that committees are structured based on the framework laid out in the Inspire Strategic Plan. He recommends structuring committees in functional areas such as physical assets, external/outreach, and HR/staff.

The Board discussed the process for nominating and appointing new board members. The consensus was that there needs to be a 'dating' period before someone is nominated to be a Board member.

Dr. Sulton spoke out about the need for an emergency fund.

Board Duties and Responsibilities:

EdTec will follow up on the insurance coverage under the school's Directors and Officers insurance.

Ms. Sambrani will give input on the document included in the board materials and make additions.

Process for Evaluating Director:

Ms. Sherman presented a sample policy to the Board. Mr. Clendenin will assign this task to a committee interested in this area. Ms. Sambrani added that there is a document that Mr. Dunlap put together entitled "Self Assessment and Evaluation Process" that should be revisited.

Board Meeting Start Time:

The Board agreed that Board Meetings should start and end on time.

Parent Observation of the School:

Ms. Cabading presented a safety concern at the school; the students threw coins at her son during testing. She is very concerned about his safety. She expressed that no student should be touched.

Dr. Sulton commented that student achievement and safety are important to him, and that testing was the first few days. He said that things are still in transition and that the school needs to make some changes.

VII. Financial Update

Ms. Sherman presented the August financial update and the 2008/9 forecast based on an enrollment of 145.

VIII. Public Comment

Teachers expressed concern about growing enrollment and the pressure on the teaching staff. Some teachers work with the entire school.

Ms. Pan asked whether or not the school has a marketing budget. The school has \$10k to use for marketing. The Board discussed how to effectively use the marketing budget.

Board Resignations:

Mr. Clendenin would like to approach Mr. Adio and Mr. Portillo to bring them back to the board. Mr. Adio has not formally resigned.

X. Adjourn to Closed Session

Pending Litigation

8:03pm

Report Out of Closed Session

9:13pm

No Action Taken

XI. Move to Adjourn

Motion: Mr. Simon
Second: Mr. Clendenin
Vote: All (4-0)

9:15pm

Date/Time/Location of the Next Meeting:

October 20, 2008 at 5:15 pm

Agenda Items for next meeting: