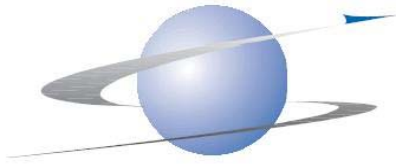


# FINAL



## Oakland Aviation High School

1951 Webster St  
Oakland, CA 94612

November 17, 2008 at 5:15 pm

Board Member Attendees: Duncan Clendenin, Solomon Adio, Peter Simon, Chinga Pan, Jim Hager, Audrey Wright, Mukta Sambrani, Tasha James, Lisa Blair,

Other Attendees: Dr. James Sulton (Principal), Delphine Sherman (EdTec), Carrie Busch (EdTec), Liz Sullivan (Public Member, OCO), Flaviano Pelayo (Student), Juana Pelayo (Parent), Josefina Aguilar (Mother of Eduardo Vega), Eduardo Vega (Former Student), Roger Blank (School Volunteer), Carolyn Wilson (Parent)

**I. Call to Order** The meeting was called to order. There was an introduction of new guests. **5:33pm**

**II. Approval of Agenda** **5:35pm**  
**Motion:** Ms. Blair moved to approve the agenda.  
**Second:** Mr. Adio.  
**Vote:** All present voted in favor.

**III. Approval of Minutes** **Minutes from October 20, 2008 & November 11, 2008** **5:36pm**

**Motion:** Ms. Blair moved to approve the October 20, 2008 minutes.  
**Second:** Ms. Wright  
**Vote:** All present voted in favor.

**Motion:** Ms. Pan moved to approve the November 11, 2008 minutes.  
**Second:** Ms. Blair.  
**Vote:** All present voted in favor.

Dr. Sulton awarded Mr. Roger Blank the Principal's ACE award for November.

Dr. Sulton discussed the following items:

1. The parent meeting. The start of home visits to be conducted every night (except for Wednesday) to review required credits with parents.
2. Fundraising - the school is selling See's candies and has a soda machine from which the school receives 30% of the profits.
3. Staffing - the school has 5 full-time teachers; 1 part-time teacher (15 hrs/week); 1 TSA; 1 full-time building manager; 1 part-time IT person (20 hrs/week currently and then down to 10 hrs/week as of December 1); 1 Teachers Aide; 1 Office Manager.
4. Course changes - next semester, the school will discontinue Life Skills and will offer a foreign language or fine arts course in order to satisfy requirements.
5. There are courses being offered that are not aligned to the charter. This can be remedied by changing the sequence in which courses are being offered. Dr. Sulton requested an emergency meeting with the board to sit down and figure this issue out.
6. The Boeing Hiring Fair - Saturday, December 13<sup>th</sup> (with interviews on Sunday, December 14<sup>th</sup>) as a way for the school to build relationships.
7. The after-school Eagle Program as a way for the school to earn SHI and help prepare students for the STAR and CAHSEE tests. Dr. Sulton encouraged the board or people they know to volunteer to help with the program.
8. The current enrollment is 115 students. He also mentioned the importance of extracurricular programs like Model UN and Ground School, which students are excited about.
9. There is a discrepancy around credits which have raised questions by the district. Student have been receiving six credits per course when normally would be five credits. Dr. Sulton is looking into why this is – perhaps due to longer school day or AP credit. In other areas, students received three credits if they failed one quarter, but passed the next during the semester.

## **Principal's Report Continued**

10. Dr. Sulton presented copies of a formal, anonymous and undated complaint submitted to the district last Friday, which resulted in a letter from David Montes de Oca of the district to Dr. Sulton listing 18 action items. The district needs answers by December 2<sup>nd</sup>. There were three big items: the board was noncompliant in that there was no Port or parent representative; there is a lack of parental involvement; and the Flightwatch program is operating in the school. Dr. Sulton will work with Mr. Adio on getting a conflict of interest policy regarding Flightwatch. Dr. Sulton requested a board meeting within the next week to address these 18 items.

### **V. President's Report**

**6:07pm**

Mr. Clendenin stated that some e-mails sent to board members regarding the emergency meeting bounced back. He requested that all board members create an online Google account and that they send him the best phone number where he can reach them.

Mr. Clendenin introduced Jessica Fryer, who works with him at PG&E, and who has volunteered to work on school fundraising.

Mr. Clendenin discussed the parent meeting, which was hopeful. He noted three major parental concerns: safety issues; graduation requirements; and school budget issues (whether the school was viable in the long-term).

Mr. Clendenin emphasized that Dr. Sulton runs the school day-to-day and that the board's role is to support him. He said the board needed to address fundraising and facility and safety issues.

Mr. Clendenin discussed getting the committees to start meeting and getting a committee to start tackling the 18 issues raised by the district's letter.

### **VI. Teacher's Report**

**6:12pm**

Ms. Sambrani distributed a handout with teachers' comments regarding a vision for the school and one immediate step the staff and board could take to improve the school. Many teachers emphasized the need for new students and their parents to commit to maintaining high standards and a strong work ethic. They also emphasized the need for safety for teachers and students. Many teachers also stated their interest in providing a real world education where students are prepared academically and socially.

### **VII. Student's Report**

No report.

**VIII. Action  
Items**

**A. Financial Update**

**6:17pm**

**a. Approve First interim budget**

Ms. Sherman presented the revised budget which reflects the lower enrollment projections of 115 students.

Ms. Sullivan stated that one of the reasons for the lower enrollment was the lack of recruitment done last year. She noted that the school should start recruiting now for next year's enrollment.

Ms. Sullivan raised the question of whether the budget reflected the salaries for new teachers needed to offer foreign language or fine arts classes next semester. Ms. Sherman said that it did not and would need to be added. Dr. Sulton suggested that there were several ways to offer these courses, including through the college. Mr. Simon said that because of budget cuts, it was unlikely that the college could do so.

Ms. Blair asked what the impact would be if we could recruit more students by January. Ms. Sherman said that since the school would only receive ADA for half the year, 10 students would bring about \$35,000.

Mr. Simon asked what the implications would be of completely depleting the school's reserves. Ms. Sherman said that the district is watching the school closely and it would not be looked upon favorably.

**Motion:** Mr. Simon moved to approve the First Interim Budget.

**Second:** Ms. Pan.

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

**B. Check Register Approval – October**

Ms. Sherman reported back on the board's question from last meeting as to why checks were coded 1099. Ms. Sherman said that any hourly worker's wages or materials purchased by the worker were coded 1099.

Ms. Blair asked about the identity of the payee, First Group America. Ms. Sherman said that it was formerly called Laidlaw and that the vendor provided bus services for the students.

Mr. Clendenin asked how much the school paid for utilities each year. Ms. Sherman said that there was \$25,000 budgeted for the year.

**Motion:** Ms. Blair moved to approve the October check register.

**Second:** Mr. Hager.

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

### **C. Approve Conflict of Interest Policy**

Mr. Clendenin discussed the conflict of interest policy required from all board members and requested by the district in its recent letter. Dr. Sulton will look into which ones the school has. EdTec will send emails to those who still need to sign.

**Motion:** Ms. Wright moved to approve the Conflict of Interest Policy.

**Second:** Ms. Blair.

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

### **D. Approve Board Member Terms**

Mr. Clendenin proposed changing the term language in the bylaws to “a maximum of three years” for clarification. He asked the board to review their listed term dates for accuracy.

Dr. Sulton said that he would follow up with the Port regarding a board representative.

Mr. Clendenin proposed setting the term for offices to one year.

Ms. Wright asked that her title “Interim Treasurer” be removed because it was inaccurate.

The changes to the bylaws will be approved at the next board meeting.

### **E. Parent Nomination**

Dr. Sulton nominated Juana Pelayo for parent board representative. He stated that she was very involved in the school and believed that she has the support of the community.

Ms. Sullivan asked whether there was an election and suggested that because of the recent complaint to the district that the nominating process follow the charter which states that the parents nominate their representative.

Dr. Sulton stated that he would put the election on the agenda for the next parent meeting.

No motion.

**IX. Discussion  
Items**

**A. Committee Reports**

**7:09pm**

Mr. Clendenin distributed his fundraising outline. He stated that the goal would remain at \$45,000. The plan involves approaching the listed companies for support and Mr. Clendenin proposed organizing a team of student ambassadors.

Mr. Hager suggested adding Chevron to the list; Ms. Wright suggested adding the FAA; Mr. Adio suggested adding organizations like the Tuskegee Airmen. Mr. Clendenin asked that board members e-mail him their suggestions with names of contacts at these companies and organizations.

Mr. Clendenin suggested that PG&E might be able to help with the science lab or the school's utility bills.

Mr. Clendenin then raised the issue of recruiting. Ms. Pan suggested recruiting at churches and using fundraising materials and student ambassadors. Ms. Sullivan suggested that 11<sup>th</sup> graders serve as ambassadors. She would be willing to work on this committee. It seems that public schools are more open to charter schools this year.

Mr. Clendenin suggested setting up a meeting this week or next for the committee.

Mr. Hager said that he was trying to get the locks changed due to recent personnel changes. Dr. Sulton said that he looked into changing the locks and the cost would be significant. In the interim, he has changed the alarm code. Mr. Hager said that he would follow up with Ms. Holloway to get the doors and windows up to code.

**X.**

**Invitation to the Public to Address the Board**

**7:27pm**

Josefina Aguilar addressed the board and stated that many parents would like to be more involved in the school, including in fundraising. She also stated that her son, Eduardo Vega, used to attend the school and she was hoping that he could return this year or next. He is not doing as well in his new school, especially in math. She prefers small schools like OAHS, which she believes are safer.

**XI.**

**Move to Adjourn**

**7:40pm**

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

**Second:** Mr. Hager.

**Vote:** All present voted in favor