



BAY AREA TECHNOLOGY SCHOOL

8251 Fontaine Street
Oakland, CA 94605
Phone: (510) 382-9932

Fax: (510) 382-9934

Email: contact@baytechschool.org

Web: www.baytechschool.org

Willow Education and Bay Area Technology School

Regular Board Meeting

8251 Fontaine Street

Oakland, CA.

Tuesday, September 4, 2018

5:30 pm Closed Session

6:30pm Open Session

AGENDA

Revised 9/3/18 10:45 AM

Revised D.5.0, Deleted D.6.0

The public, including public attending a teleconference location, are invited to address the Board regarding items listed on the agenda. Comments on an agenda item will be accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item. Please turn in comment cards to the Board Secretary prior to the item you wish to speak on.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Corporate Board of Directors, may request assistance by contacting Willow Education and Bay Area Technology School, 8251 Fontaine St. Oakland, CA, [\(510\) 382-9932](tel:(510)382-9932) or director@baytechschool.org

1. CALL TO ORDER

2. ROLL CALL

Board members: Kairat Sabyrov, VolkanUlukoylu, Fatih Dagdelen

3. APPROVAL OF AGENDA FOR REGULAR MEETING for, September 4, 2018

4. PUBLIC ANNOUNCEMENT OF ITEMS FOR CLOSED SESSION

A.. Public Comments on Closed Session Items

Remarks for closed session items shall be limited to no more than three (3) minutes. Please turn your comment card in to the Board Secretary prior to this agenda item.

5. CLOSED SESSION – FOR DISCUSSION AND POSSIBLE ACTION

A. Conference with Legal Counsel - Anticipated Litigation (Gov. Code 54956.9(d)(4) 2 cases

B. Public Employee Appointment/Discussion (Gov. Code Section 54957)
Positions: Assistant Principal, Teachers,

6. OPEN SESSION

A. .PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

B. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA

The public, including public attending a teleconference location, are invited to address the Board regarding items not listed on the agenda. No individual presentation shall be for more than three (3) minutes, and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. Please turn your comment card into the Board Secretary prior to this agenda item.

C. REPORTS

- 1.0 Correspondence
- 2.0 CSMC Financial Monthly Report
- 3.0 Administration (School updates including but not limited to enrollment, staffing, professional development)
- 4.0 Board Member Reports

D. ITEMS SCHEDULED FOR CONSENT

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

- 1.0 Minutes from Special Board Meeting 7/20/18
- 2.0 Minutes from Regular Board Meeting 8/6/18
- 3.0 Personnel Report
- 4.0 Warrants (Check Register) for July and August
- ~~5.0 Addition of Executive Director and Assistant Principal as Checking Account and Payroll Signers with Executive Director being the controlling signer Approval of 2018-19 Signer List~~
- ~~6.0 Addition of Executive Director as Employment Contract Signer~~

E. INFORMATION/DISCUSSION/ACTION ITEMS

1.0 Appointment of New Board Members (D/A) *The Board will be asked to Interview two candidates and may take action to appoint one or both to the Board to fill the 2 vacancies.*

- 1.1 Approval of Resolution 18-19-01, Appointment of New Board Members

2.0 Certificated and Administrative Salary Schedule (D/A) *The Board will be asked to approved a new certificated and Administrative Salary Schedule for 2018-19 to be effective retroactive to August 1, 2018*

3.0 Classified and Confidential Salary Schedule (D/A) *The Board will be asked to approved a new Classified and Confidential Salary Schedule for 2018-19 to be effective retroactive to August 1, 2018*

4.0 Job Descriptions: Executive Director/Principal and Assistant Principal (A) *The Board of Directors will be asked to approve a job descriptions and placement on a corresponding salary schedule for the Executive Director/Principal and Assistant Principal*

5.0 Appointment and Employment Contract for Assistant Principal (D/A) *The Board of Directors will consider appointment and contract for an Assistant Principal.*

6.0 Approve New Fiscal Policy and Procedure Manual and FCMAT Charter School Best Practices Fiscal Procedures (D/A)

- 6.1 *The Board will consider approval of a New Fiscal Policy and Procedures Manual which contains the fiscal operating policies, procedures, and protocols.*

6.2 *The Board will consider adopting the FCMAT Charter School Best Practices Fiscal Procedure with the following language in place to supplement the above policies and procedures and ensure safeguards are in place.*

7.0 Hiring and Personnel Policies and Procedures Manual (D/A) *The Board of Directors will consider approval of the new Hiring and Personnel Policies and Procedures Manual for Bay Area Technology School*

8.0 Executive Director/Principal Interview and Hiring Plan (D/A) *The Board of Directors will receive a proposed plan and timeline for the interview and selection process for the new ED/Principal including recommended dates for interviews and a proposed date for Board appointment based upon salary comps and new job description*

9.0 Board Meeting Schedule (D/A) *The Board of Directors will review and may revise the Regular and Special Board meeting Dates for the 2018-19 School Year including a Board Governance Workshop to review and modify the By-laws.*

10.0 Review of Back Office Provider Proposals for Fiscal Year 2018-2019 (I/D/A) *The Board of Directors will receive and hear from acceptable Back Office Service providers, regarding proposals for Back Office Service. It is recommended that the Board review and may make a decision to move forward with one company with an effective date of 10/1/18.*

10.1 1. Delegation of Board Authority to Interim Executive Director to Enter Into an Acceptable Agreement with Selected Back Office Provider (A) *If the Board selects a Back Office provider in item 10.0, the Board will be asked to delegate their authority to Interim Executive director, Kathleen Daugherty, to negotiate and sign a contract with same.*

11.0 Approve YM&C Legal Services Invoice (A) *Based upon the new fiscal policy, the Board is required to approve any expenditures that exceed \$25,000. The invoice 56136 from YM&C for legal services performed from April 2018 through August 2018, in the amount of \$41,377.25, is brought to the Board for consideration*

12.0 Agreement Between Bay Area Technology School and Bertelli Public Affairs (D/A) *The Board of Directors will consider an agreement with Bertelli Public Affairs, an education public affairs consultancy for services as a short-term communications/publicist.*

13.0 Unaudited Actuals for Year 17-18. (I/A) *Following a presentation by CSMC Account Manager or representative, the Board will be asked to approve the Unaudited Actuals for 2017-18, and Ending Fund Balance designations.*

14.0 Conflict of Interest Policy (D/I) *The Board of Directors will review current Conflict of Interest Policy and determine if changes are necessary. Action will be taken at the October Regular Meeting for any proposed changes.*

15.0 Nepotism Policy (D/I) *The Board of Directors will review current Nepotism Policy and determine if changes are necessary. Action will be taken at the October Regular Meeting for any proposed changes.*

F ADJOURNMENT

Future Business Before the Board

1. Board Governance Workshop and ByLaw review
2. 1st Interim
3. LCAP for 2018
4. 2017-18 Audit
5. Board Policy Updates (ongoing)
6. Job Descriptions
7. Organizational Chart
8. Plan for reimbursement of unlawfully spent funds

This agenda has been posted at the following locations;

- Baytech School website; <http://www.baytechschool.org/board.htm>

If you need special assistance to attend the meeting, please notify Ms. Yesenia Perez (510) 382-9932 to make arrangements and accommodate your disability.