



BAY AREA TECHNOLOGY SCHOOL

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Willow Education and Bay Area Technology School
Regular Board Meeting
8251 Fontaine Street
Oakland, CA.
Monday, December 3, 2018
6:00 pm Open Session
AGENDA

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:5103829932) or director@baytechschool.org

1. CALL TO ORDER

2. ROLL CALL

Board members: Kairat Sabyrov, Volkan Ulukoylu, Fatih Dagdelen, Elissa Graham, Amy Holt

3. APPROVAL OF AGENDA FOR REGULAR MEETING for, December 3, 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. Public Employee Appointment/Discussion (Gov. Code Section 54957)

Positions: Teacher, Counselor, Campus Security Officer, Instructional Assistant, Executive Director/Principal

B. Conference with Legal Counsel – Anticipated Litigation (Gov. Code 54956.9(d)(4))

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C. HEARING(S) TO CONSIDER Readmission of O A pupil or pupils (Education Code section 48918, 72122) Case # 1. Hearing Will Be Held in Closed Session Unless Timely Request for Open Session Received from Pupil. Board deliberation will be held in closed session, and in the Board's discretion, outside the presence of all parties, with final action taken in open session.

6. OPEN SESSION

A. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION

1. Public Employee Appointment/Discussion
2. Conference with Legal Counsel-Anticipated Litigation
3. Student Readmission from Expulsion

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 CBO Group 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 Regular Board Meeting 11/5/18
- 2.0 Minutes from Special Board Meeting 11/5/18
- 3.0 Personnel Report
- 5.0 Warrants (Check Register) for November

E. INFORMATION/DISCUSSION/ACTION ITEMS

1.0 Approve First 18/19 Utilities Bill from OUSD (A) *The Board is required to approve any expenditures that exceed \$15,000. The invoice from OUSD for utilities is less than the \$15,000 but represents Bay Tech share of August-November cost for utilities.*

2.0 Job Description (D/A): *The Board will be asked to approved the following job description and corresponding placement on the appropriate salary schedule.*

- 2.1 IDA Teacher

3.0 Approve Resolution #18/19-02 Approving Executive Director/Principal Compensation Review (D/A) *The Board will be asked to consider approval of Resolution -*

18/19-02 approving the Executive Director/Principal Compensation Review, as required by the California Non-Profit Integrity Act, the Internal Revenue service requirements for tax exempt 501(c)(3) organizations.

4.0 Approve Appointment and Employment Contract for Executive Director/Principal(A). After an extensive search, the Board of Directors will be asked to appoint and approve a contract for Executive Director/Principal to begin January 7, 2019.

4.1 Approve Short Term Side Agreement Contract for Transition Time (A) The Board will be asked to approved a short terms side agreement contract for up to 10 transition days for new ED/Principal

5.0 2017-18 Audit Report (I/D/A) The Board of Directors will receive, review and be asked to approve the 2017-18 Audit report from the auditor, Jinhong Zhang of CPAJZ CPAs, Inc

6.0. 1st Interim Report (D/A) The Board will be asked to approve the 1st Interim report as prepared by the CBO Group, reflecting School Revenues and Expenses as of Oct. 31, 2018 and any Budget Revisions through 11/30/18.

7.0 Approve Contract Extension and Revision of Momni Café,LLC for Interim Administration and Consulting Services (D/A) The Board of Directors is being asked to approve a revision and extension to the contract with Momni Café. LLC beginning December 1, 2018.

8.0 Boundaries-Student Staff Interaction Policy (A) 2nd Read: The Board of Directors will be asked to approved the new Boundaries-Student Staff Interaction Policy.

9.0 Suspension/Expulsion Policy (A) 2nd Read: The Board of Directors will be asked to approve the updated and revised Suspension/Expulsion Policy.

7.0 Uniform Complaint Policy (A) 2nd Read: The Board of Directors will be asked to approve the updated and revised Uniform Complaint Policy.

8.0 Family Care and Medical Leave (A) 2nd Read: The Board of Directors will be asked to approve the new Family Care and Medical Leave Policy.

9.0 Harassment/Discrimination Policy (A) 2nd Read: The Board of Directors will be asked to approve the updated and revised Uniform Complaint Policy.

10.0 Social Media Policy (D/I) The Board will review as a First Read, the new Social Media Policy, as recommended by legal counsel and brought to the Board to address potential 21st Century digital and social media issues Bay Tech faces. This policy will be reviewed by staff before it is brought back for final approval. Action will be taken at the January Regular Meeting.

11.0 Free and Reduced Priced Meals (D/I) The Board will review as a First Read, the new Free and Reduced Priced Meals Policy, as recommended by legal counsel and brought to the Board as required for schools that receive Title 1 funds. This policy will be reviewed by staff before it is brought back for final approval. Action will be taken at the January Regular Meeting.

12.0 McKinney-Vento Act Homeless Student Policy (D/I) *The Board of Directors will review as a first read, the new McKinney-Vento Act Homeless Student Policy. Action will be taken at the January Regular Meeting.*

13.0 Section 504 of the Rehabilitation Act – Including Administrative Regulations, Board Policy, and Parent Rights (D/I) *The Board of Directors will review as a first read, the Section 504 of the Rehabilitation Act – Including Administrative Regulations, Board Policy, and Parent Rights Policy. Action will be taken at the January Regular Meeting.*

14.0 Whistle Blower Policy (D/I) *The Board of Directors will review as a first read, the Whistle Blower Policy. Action will be taken at the January Regular Meeting.*

15.0 Wellness Policy (D/I) *. The Board will review as a First Read, the Wellness Policy, as recommended by legal counsel and brought to the Board as required for schools that receive Title 1 funds and participate in the National School Lunch Program. This policy will be reviewed by staff before it is brought back for final approval. Action will be taken at the January Regular Meeting.*

F ADJOURNMENT

Future Business Before the Board

1. Board Governance Workshop and By-Law review
2. LCAP for 2018
3. Board Policy Updates (ongoing)
4. Job Descriptions
5. Organizational Chart
6. Plan for reimbursement of unlawfully spent funds
7. Employee Handbook
8. Safety/Crisis Plan
9. 2nd Interim and Budget Revisions

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.