



**Willow Education and Bay Area Technology School  
Board Meeting Minutes**

**September 11,2017**

**1. Call to Order**

The meeting was called to order by the board president Ms. Alretta Tolbert at 7:20 pm.

**2. Roll Call & Board Member Attendance:**

The following directors were present at the meeting:

- Alretta Tolbert - President
- Val Uluk - Secretary
- Kairat Sabyrov - Treasurer

BayTech staff in attendance:

- Hayri Hatipoglu - Principal/ Executive Director
- Jason Milton - Academic Dean
- Yusuf Alp - College Counselor

**3. Public Comment**

Ms. Tolbert opened the forum for public comments, but there were no public speakers. And Ms. Tolbert closed the forum to the public.

**4. Action Item: Approval of prior board meeting minutes**

The Board has reviewed the minutes from September 11<sup>th</sup>, 2017. Ms. Tolbert moved to approve the minutes, Mr. Val seconded. The Board unanimously approved the minutes.

**5. Action Item: Budget Approval**

Ms. Barnes from CSMC stated that we need to submit budget projections for the next 5 years. According to the projections, the budget looks strong even though we see a slight decline in the surplus at a later stage. The slight decline is due to general funding and student enrollment leveling off and increase in our expenses. Overall, everything looks good and strong. She also mentioned that in the future we might need to think about sustainability and potential growth. For this year, actual salaries and conservative expenses were entered, which corrects previous budget projections showing more than \$300k surplus for this year. Dr. Sabyrov moved to approve the budget. Mr. Val seconded. The Board unanimously approved the budget.

**6. Action Item: Unaudited Actuals Approval**



Ms. Barnes stated that unaudited actuals show all revenues, which is \$3.4 million, and all expenses of the school. Even though expenses were a little higher than the projected value we see a very strong end-of-year surplus. We have around 40% reserve, which is much higher than the OUSD's suggested reserve of minimum 3%. Dr. Sabyrov moved to approve the unaudited actuals, Mr. Val seconded. The Board unanimously approved.

### **7. Information Item: Renewal Update**

Mr. Hayri stated that we had visitors from the district on Thursday and Friday of the last week with regards to renewal. They were very happy with what they saw and heard during their visit and with the achievements and success of the BayTech. They spoke with teachers and staff, students, and board members. Mr. Hayri thanked everyone for that. He also added that the renewal request will be submitted on October 4<sup>th</sup>, which is early than expected. He also described the timeline of the renewal process including the submission of the petition, public hearing, and BayTech's speeches and presentation. Overall, the situation looks very good and promising. The visitors from OUSD also gave good impressions about the renewal. Mr. Milton provided the actual calendar (timeline) of the renewal process.

### **8. Information Item: 2016-17 Educational Updates: Principal**

As Mr. Hayri had already provided the updates at the last board meeting, it was not necessary to repeat the update. We got Ms. Tolbert's approval on the board meeting calendar for the next year as November 6<sup>th</sup>, January 8<sup>th</sup>, March 5<sup>th</sup>, May 7<sup>th</sup>, and June 4<sup>th</sup> at 7 pm. The Board unanimously approved the meeting schedule.

### **9. Information Item: New Board Member**

Mr. Hayri stated that we are actively looking for a new board member. As Ms. Reyes wants to resign as a board member due to personal issues, we need to find another person to fill the gap. We all agreed to look for a candidate.

### **10. Adjournment of Meeting**

There were no additional items and members agreed to meet on November 6<sup>th</sup>, 2017. Dr. Sabyrov moved to adjourn the meeting, Mr. Val seconded. The meeting was unanimously adjourned by the members of the board.