**Willow Education and Bay Area Technology School**

**Board Meeting Minutes**

**March 01, 2016**

1. **Call to Order**

The meeting was called to order by the president Dr. Mutlu at 7:50 pm.

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

The following directors were present at the meeting:

Ayhan Mutlu, Ph.D. -- President

Arceli De Los Reyes -- Director

Tahsin Erdogan -- Director (participated by conference call)

Mehmet Sen, Ph.D. -- Treasurer

Sefa Isik -- Secretary

1. **Information Item: CSMCI BayTech Financial Update**

***Financial Update***: Due to the time constraint and Ms. Barnes’s schedule, Board decided to proceed with Ms. Barnes presentation on the financial update. Ms. Adrienne Barnes informed the board members that OUSD approved the second interim report on all levels district, state and federal and everything is looking in order. Slides showing the financial snapshot of the current situation also presented to the board members. Cash projections shows positive for the rest of the year. Mr. Isik asked if it should be any of concern having high amount of funds. Ms. Barnes stated that, as long as you have plans to spend the cash, then it is not a concern, besides if the school planning to expand, then high cash reserves is desirable. Additional available cash also serves as a cushion for times when there are delays or fluctuations in receiving budgeted revenues. Mr. Hayri also stated that the school has hired new English teacher and ITI teacher, so this extra funds will be needed. Currently school meets 10 out 10 financial health targets that CSMCI set for the BayTech.

***Healthcare Benefits***: Ms. Barnes also mentioned that the budget shows positive surplus and projections also indicate positive surplus for the coming years, however it will be in a declining rate and it is mainly because of the retirement plan allocations. This is a common concern for all the schools and there might be ways to cut some costs on other spending so that the budget stays strong. One of the areas that can be looked in is the healthcare benefits. Currently BayTech offers one of the best benefit package to its teachers and staff including their spouses and children. Ms. Barnes suggested that BayTech might consider limiting the healthcare benefits like the rest of the schools do and offer its employee the option of opting out the healthcare benefit and get a stipend instead. Some employee prefers stipend because they can get healthcare benefits through their spouses. This would save money to school. Mr. Isik asked if there would be any conflict between opting out option and the Obama Care which requires every employee should have a proof of insurance. Mr. Hayri told that the employee can sign a waiver stating that he/she is opting out the healthcare plan but also understands that he/she needs to get insurance by other means – through his/her spouse etc. Mr. Isik asked Ms. Barnes to prepare some options that can be presented during the next board meeting.

***Educator Effectiveness Fund***: Ms. Barnes stated that the Educator Effectiveness Fund program is not changed since the last time it was presented to the board and now it needs board approval. Mr Hayri gave brief info on the spending plan for the fund (BTSA, teacher training conferences etc.). Dr. Sen moved to accept the spending plan, Mr. Isik seconded. Plan approved unanimously.

***New Auditor:*** Ms. Barnes informed the board that the district required BayTech board to select an auditor. Dr. Sen proposed to stay with the current auditor for one more year and appoint a new auditor for the next year. D. Mutlu moved to accept the proposition. Mr. Isik seconded. Board unanimously voted to accept the motion. Although school and CSMCI has a good working relationship with the current auditor, it is a good practice to change the auditor every 3-5 years.

1. **Information Item: Accord Education by Karen Evans, Director of Accountability.**

Ms. Karen Evans presented Mid-Year Progress Report outlining the status of the deliverables offered by the Accord Education and contracted with BayTech for the 2015-16 school year.

Ms. Evans began her presentation by showing a promotional video of the Accord Education.

Accord is serving 19 similar schools and BayTech has access to all those school network, accumulative experience and successful implementations of various programs by joining the accord program.

Ms. Karen distributed a handout to board members that summarizes the status of all the deliverables. A copy of the handout is attached to this meeting minutes.

Accord education contracted to provide services under 8 major fields. These are

* Executive Support – Board Support, Executive Support, School Leadership, etc.
* STEM Program & Resources – Stem Fairs & Exhibitions, A+ Programs, Computer Science Curriculum
* Life Skills Programs & Resources – Program Guidance, Teacher Coaching
* College Mentorship & Leadership Program – CMLP Guidance, implementation & Monitor
* College Readiness Programs & Counseling Support – Planning, Advisement, College Admission Test Prep
* Post-graduation Support – College Transition, Alumni Association Support,
* Data Support & Services – Data Analysis, Surveys
* Fiscal Services – Internal Control and Compliance (offered - not being received yet)

Ms. Evans gave brief explanations on each of these services.

Mr. Matt Avsaroglu explained that the financial services offered by the Accord Education is different than the services provided by CSMCI. BayTech currently has no financial services agreement with Accord. The nature of the services offered by the Accord is more oriented towards prevention program rather than the backoffice services that BayTech is receiving from CSMCI. Accord’s services are focused on continual examination of the financial status of the BayTech and foreseeing and future problems and suggesting corrective actions and measures. Board members expressed their concerns regarding possibility of duplicating efforts with CSMCI and creating gray areas where no sides – CSMCI and Accord – assume responsibility. However these coordination issues can be resolved with careful planning and open communication between all the relevant parties. Board members decided to re-evaluate the Accords proposal during the next meeting.

1. **Public Comments**

Dr. Mutlu opened the forum for public comments. There were no public comments. Dr. Mutlu closed the forum to the public.

1. **Review of last board meeting minutes**

The Board has reviewed the minutes of February 02, 2016. Dr. Mutlu moved to approve the minutes, Dr. Sen seconded. The Board has unanimously approved the minutes.

1. **Information Item:** 
   1. **BayTech Elementary School**

Mr. Hayri said he had a meeting with the OUSD Charter office on the subject. He has been told that 30% of the OUSD schools are charter schools totaling 40 charter schools in the district, and there is no room for additional charter schools. Initial reaction from the OUSD is negative, however charter office suggested Mr. Hayri that places like Richmond needs more charter schools, and it might be good idea to contact them. Mr. Hayri went ahead and talked to Richmond Board Chair and they set up a meeting for March 8th, to further discuss the matter.

* 1. **New Board Member**

New board member candidate was unable to attend the meeting due to conflicting schedules. Interview with the candidate is postponed until the next board meeting.

* 1. **STEM Expo**

STEM Expo will be held on March 19, 2016 at the BayTech campus with the participation of four schools. BayTech as the organizer of the event is one of the participating schools. Mr. Hayri told that he got confirmation from the superintend of schools that he will be participating with his family. Other community leaders are also expected to participate the event totaling 400-500 people.

* 1. **WASC Update**

There is no change in WASC representatives visit date. WASC accreditation visit process will take place on February 6 through February 9, 2017 as planned.

1. **Information Item: BayTech Academic and Discipline Update**

Mr. Ortak informed the Board members that one of their senior students won the D. Martin Luther King Poetry Contest in Oakland.

BayTech also got the first place in Khan Academy Learning Storm Challenge among many participants in Bay Area schools. BayTech has 30 students in top 100 students in Khan Academy Task Completion.

Girls basketball team got the second place in Oakland Charter Schools Basketball League.

School recently received the state report on drop-out and graduation rates. BayTech has zero drop-out and 100% graduation rate. – (80% college acceptance rate). Oakland average drop-out rate is 26% and graduation rate is 60%.

School had a site visit from the OUSD last week. District official praised the school regarding 100 % compliance on teacher credentials. They visited some classes and provided a few feedbacks. Overall visit was quite successful.

1. **Adjournment of meeting**

There were no additional items and members agreed to meet on June 07, 2016 at 7:00 pm at BayTech main Office. Dr. Mutlu moved to adjourn the meeting, Ms. Reyes has seconded. The meeting has been unanimously adjourned by the members of the board.

Minutes by

Sefa Isik

Secretary, Willow Education