APPROVED

# Oakland Military Institute, College Preparatory Academy

## Minutes

### Regular Board Meeting

**Date and Time**
Thursday June 22, 2023 at 4:15 PM

**Location**
**3877 Lusk St., Oakland, CA 94608 (Oakland Military Institute College Preparatory Academy campus)**

**Room: B104**

**Teleconference: 415-827-4505**

**Teleconference: 1522 Terracina Dr El Dorado Hills, CA 95762**

In response to the expiration of Governor Newsom's Executive Order N-29-20, which temporarily suspended provisions of the Brown Act relating to public meetings, the Board will resume in-person board meetings.

In Compliance with the Americans with Disabilities Act, those requiring special assistance to access the board meeting should contact Carlos Rodriguez at crodriguez@omiacademy.org. Notifications of at least 24 hours prior to the meeting will enable Oakland Military Institute to make reasonable arrangements to ensure accessibility to the board meeting.

All in-person meeting attendees, wearing a well-fitted mask that covers the nose and mouth without gaps is strongly recommended but not required.

**Directors Present**

A. Campbell Washington, D. Clisham, J. Breckenridge (remote), J. Brown, M. Baldwin (remote), M. Mares

**Directors Absent**
J. Wire

**Guests Present**
6 other participants joined, C. James, C. Rodriguez, J. Eischens, K. Wong, M. Streshly, S. Chu, S. Lipsey

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## I. Opening Items

### A. Roll Call

### B. Call the Meeting to Order

J. Brown called a meeting of the board of directors of Oakland Military Institute, College Preparatory Academy to order on Thursday Jun 22, 2023 at 4:27 PM.

### C. Public Comment

There were no public comments.

### D. Ordering of the Agenda

D. Clisham made a motion to maintain the order of the agenda as was presented.
M. Mares seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| M. Mares | Aye |
| A. Campbell Washington | Aye |
| M. Baldwin | Aye |
| J. Wire | Absent |
| D. Clisham | Aye |
| J. Breckenridge | Aye |
| J. Brown | Aye |

## II. Approval of Consent Items

### A. Minutes of June 8, 2023 Regular Meeting

M. Mares made a motion to approve the minutes from Regular Board Meeting on 06-08-23.
M. Baldwin seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| J. Breckenridge | Aye |
| J. Wire | Absent |
| J. Brown | Aye |
| A. Campbell Washington | Aye |
| M. Baldwin | Aye |
| D. Clisham | Aye |
| M. Mares | Aye |

### B. OMI Bank Account Activity (May 1, 2023 -May 31, 2023)

M. Mares made a motion to review and approve the OMI Bank Account activity for May 1-May 31, 2023.
M. Baldwin seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| A. Campbell Washington | Aye |
| M. Baldwin | Aye |
| D. Clisham | Aye |
| J. Breckenridge | Aye |
| J. Brown | Aye |
| M. Mares | Aye |
| J. Wire | Absent |

### C. Personnel Report

M. Mares made a motion to approve the personnel report.
M. Baldwin seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| M. Baldwin | Aye |
| J. Brown | Aye |
| M. Mares | Aye |
| J. Wire | Absent |
| A. Campbell Washington | Aye |
| D. Clisham | Aye |
| J. Breckenridge | Aye |

### D. New Contracts

M. Mares made a motion to review, discuss, and approve the new contracts.
M. Baldwin seconded the motion.
Marc Mares had a question about the online material. Marc Mares noticed that there is a heavy component of online curriculum and wanted to know if OMI had data that supported keeping online material.

Dr. Streshly explained what every online component was going to be used for and how it is incorporated into the daily lessons for each student.
The board **VOTED** to approve the motion.

| **Roll Call** | |
|---|---|
| J. Breckenridge | Aye |
| M. Mares | Aye |
| A. Campbell Washington | Aye |
| M. Baldwin | Aye |
| D. Clisham | Aye |
| J. Brown | Aye |
| J. Wire | Absent |

### E. Cafeteria Aide Job Description/Salary Schedule

M. Mares made a motion to discuss and approve the cafeteria aide job description and salary schedule.
M. Baldwin seconded the motion.
Marc Mares also had a question about the cafeteria aide and who will be their supervisor because in the contract it says the CFO will be their supervisor.

Dr. Streshly acknowledged that the supervisor of the cafeteria aide would be CMSgt Thomas James, who is the Commandant and acting CFO.

Admiral Jody Breckenridge asked about the duties that the cafeteria aide was going to have to perform. Dr. Streshly explained that due to the kitchen not being able to used to cook food yet, the cafeteria aide position was created to be in conjunction to the food contract OMI has currently. The current contractor will be transitioned to an OMI employee and fill the cafeteria aide position.
The board **VOTED** to approve the motion.

| **Roll Call** | |
|---|---|
| J. Wire | Absent |
| J. Brown | Aye |
| A. Campbell Washington | Aye |
| M. Mares | Aye |
| M. Baldwin | Aye |
| J. Breckenridge | Aye |
| D. Clisham | Aye |

## III. Superintendent's Update

### A. Fiscal Organizational Chart

The board asked the OMI staff to provide them with a fiscal office organization chart that would describe what responsibilities will be handled by whom.

Jacque Eischens joined the OMI staff and the Board in person for the board meeting. She explained that the flowchart shown exhibits that practices that the OMI fiscal office adheres to.

The individuals involved are Jacque Eischens, Kathryn Wong, CMSgt Thomas James, SGT Jose Hernandez, and Executive Assistant to the Superintendent, Carlos Rodriguez.

The financial services org chart that was shown gave a further breakdown of the responsibilities for each person mentioned above. Some responsibilities include payroll, account receivables/payables and printing checks to name a few.

OMI will be using the extensive knowledge of each of the individuals above of their field and combining them to make the financial office run smoothly. SGT Jose Hernandez's knowledge of contracts enables the finance office to get the most accurate and favorable contracts. CMSgt Thomas James' ability to lead and knowledge of compliance helps with the synchronicity of the office. Carlos Rodriguez's ability to learn new things quickly and the years of assistant experience/vendor requisition experience allows for nothing to fall through the cracks.

## IV. Information/Discussion Items

### A. Cashflow Update

Jacque gave the OMI Board an overview of 18 months of cashflow projection.

The biggest difference that could be seen in the cashflow comparison was the month of April. This April, looked to be the biggest disparity because of OMI receiving significant funds in attendance relief but the upcoming April will not have that. OMI will also receive one time funding in May that will not be given in the next year.

Jacque displayed the major funding allocation schedule that comes monthly and quarterly and broke down the funds that come in which period.

The Cashflow update will include a bundle of months sometimes at certain board meetings to accommodate for the months in which board meetings will not take place.

### B. Recruitment/Enrollment

CMSgt Thomas James gave the updated cadet recruiting update and gave key dates that OMI will monitor to have the best outcome for recruitment like the June and July entrance camps and the candidate introductions.

So far, 257 families have accepted offers to enter candidacy and there have been a total of 552 total interactions pertaining to applications.

78 new candidates have completed the entrance camp in June and have graduated to being cadets. The next camp is in July and some of the candidates that could not attend or did not complete the June camp will have a chance to complete the July camp.

CMSgt James mentioned that there was a 92% of cadets returning to the school for the upcoming academic year. The projected number of cadets would be 535.

### C. OMI Course Catalog

Shawna Lipsey gave a breakdown of the courses that OMI will be offering in the 2023-2024 academic school year.

This course catalog was made to give information to the families and the cadets so they can see what courses are being offered with descriptions, what grade the classes correspond to, how long the class is offered, and what requirements the classes satisfy.

Marc Mares mentioned that he saw that there was an "Advanced Placement" tag for Grade 11 English and inquired if OMI was now offering AP classes. Shawna Lipsey explained that the course description was given to her by the department chairs and could change the description if need be. Cadets can take the advanced placement tests if they choose to.

### D. Cooperative Agreement

OMI is operating on a Memorandum of Understanding that will no longer be in effect on June 30, 2023.

There has been a delay in organizing the language in the cooperative agreement but there has been a breakthrough in which the necessary language has been assessed and added. There will be no interruptions of the operations of the school as the cooperative agreement is worked on and finalized.

Marc Mares asked if the evaluations for the cadre members in educations forums at the school will be handled by CMSgt Thomas James and he affirmed that the evaluations are of paramount importance and have to be completed by a certain date in the spring semester. The evaluations are conducted by the regulations of the California Military Department.

## V. Action Items

### A. Approve 2023-2024 School Budget

M. Mares made a motion to approve the 2023-2024 school budget.
A. Campbell Washington seconded the motion.
The board **VOTED** to approve the motion.

| **Roll Call** | |
|---|---|
| D. Clisham | Aye |
| M. Mares | Aye |
| J. Wire | Absent |
| J. Breckenridge | Aye |
| M. Baldwin | Aye |
| J. Brown | Aye |
| A. Campbell Washington | Aye |

### B. Approve 2023-2024 Local Control Accountability Plan

M. Mares made a motion to approve the 2023-2024 Local Control Accountability Plan (LCAP).
A. Campbell Washington seconded the motion.
The board **VOTED** to approve the motion.

| **Roll Call** | |
|---|---|
| M. Mares | Aye |
| J. Wire | Absent |
| M. Baldwin | Aye |
| J. Breckenridge | Aye |
| D. Clisham | Aye |
| J. Brown | Aye |
| A. Campbell Washington | Aye |

### C. Approve Declaration of Need for Fully Qualified Educators

D. Clisham made a motion to approve the Declaration of Need for Fully Qualified Educators.
A. Campbell Washington seconded the motion.
The board **VOTED** to approve the motion.

| **Roll Call** | |
|---|---|
| M. Mares | Aye |
| J. Breckenridge | Aye |
| D. Clisham | Aye |
| A. Campbell Washington | Aye |
| J. Brown | Aye |
| M. Baldwin | Aye |
| J. Wire | Absent |

## VI. Board Member Comments

### A. Board Member Comments

Dr. Streshly asked for direction about including student briefs at each board meeting. The Board agreed that having student presentations/updates would be helpful and encouraged by the Board.

Carlos Rodriguez asked for direction pertaining to how the Board wanted to be notified about upcoming board meetings. The board decided that they would want the calendar invites to the board meetings all at once so their calendar can have the dates already prepared.

## VII. Closing Items

### A. Adjourn Meeting

M. Baldwin made a motion to adjourn the board meeting.
M. Mares seconded the motion.
The board **VOTED** to approve the motion.

| **Roll Call** | |
|---|---|
| A. Campbell Washington | Aye |
| M. Mares | Aye |
| J. Brown | Aye |
| D. Clisham | Aye |
| J. Wire | Absent |
| M. Baldwin | Aye |
| J. Breckenridge | Aye |

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:44 PM.

Respectfully Submitted,
J. Brown