

Silver Oak High School - Board of Directors Minutes

Thursday, March 28, 2019 @ 6:30PM

Silver Oak High School, 951 Palisade St, Hayward CA 94542



1) Call to Order

The meeting was called to order at 6.33pm by TB

a) Attendance

A – Absent, AA – Apologized Absence, C – Call-In, P – Present, T – Tardy, U – Unable to Reach

P	Bauer, Tom	AA	Gayle, Steve	P	Martinez, Cesar
P	Bichard, Murielle	P	Harty, Linda	AA	McMahon, Rick
T	Cespedes, Vinnie	P	Irias, Cesar	P	Pagel, Chris
P	Eckart, Helga	AA	Lozano, Adolfinia	P	Warden, Delisle

Meeting confirmed as quorate

b) Reading of Silver Oak Mission Statement – English by Yanira Ledezma

c) Acknowledgements - None

2) Public Comment

There was no public comment

3) Approval of the Agenda

Approved	Motion to Approve	Seconded	In Favor - 8	Opposed - 0	Abstain - 0
Yes	DW	MB	TB, MB, HE, LH, CI, CM, CP, DW		

4) Consent Agenda

The Principals report was removed from the Consent Agenda as no report was submitted because the last one was only presented two weeks earlier at the Special Board Meeting on 14th March.

a) Approval of Minutes from the prior Regular Board Meeting on Thursday, February 28, 2019

b) Approval of Minutes from the prior Special Board Meeting on Thursday, March 14, 2019

c) Communications

1. Treasurer & Finance Committee
2. Governance Committee

Approved	Motion to Approve	Seconded	In Favor - 8	Opposed - 0	Abstain - 0
Yes	LH	DW	TB, MB, HE, LH, CI, CM, CP, DW		

VC joined the meeting at 6.37pm

Silver Oak High School - Board of Directors Minutes

Thursday, March 28, 2019 @ 6:30PM

Silver Oak High School, 951 Palisade St, Hayward CA 94542



5) Items for Board Consideration / Actions

- a) Approval of the 2018-2019 2nd interim report (Actuals till Jan 31st 2019)

Approved	Motion to Approve	Seconded	In Favor - 9	Opposed - 0	Abstain - 0
Yes	CP	MB	TB, MB, VC, HE, LH, CI, CM, CP, DW		

- b) Approval of the auditor selection for the 2018-2019 audit

Approved	Motion to Approve	Seconded	In Favor - 9	Opposed - 0	Abstain - 0
Yes	LH	CP	TB, MB, VC, HE, LH, CI, CM, CP, DW		

- c) Approval of spending plan (\$310) for Classified School Employees Professional Development Block Grant

Approved	Motion to Approve	Seconded	In Favor - 9	Opposed - 0	Abstain - 0
Yes	CP	DW	TB, MB, VC, HE, LH, CI, CM, CP, DW		

- d) K12HSN/BIIG 2.0 Wave 4 MOU for Ongoing Costs

Approved	Motion to Approve	Seconded	In Favor - 9	Opposed - 0	Abstain - 0
Yes	CP	TB	TB, MB, VC, HE, LH, CI, CM, CP, DW		

- e) Approval to proceed with engaging a Capital Campaign company and Development Director to support the schools fundraising activities

Approved	Motion to Approve	Seconded	In Favor - 9	Opposed - 0	Abstain - 0
Yes	TB	DW	TB, MB, VC, HE, LH, CI, CM, CP, DW		

TB will bring a proposal in April after further discussion regarding the requirements of the school for a campaign and our budget.

LH and DW feel hiring a development director should be done sooner rather than later, as they will be needed to work with the capital campaign company.

CP felt it will be important to differentiate what each will do, i.e. development director does a,b,c capital firm d, e, f

Silver Oak High School - Board of Directors Minutes

Thursday, March 28, 2019 @ 6:30PM

Silver Oak High School, 951 Palisade St, Hayward CA 94542



TB asked CP, LH and DW to support him with moving this forward. MB also volunteered to assist.

6) Discussion Items

- a) Material Revision - EB informed Board that we have not yet submitted this, however it is ready for submission and she will keep Board informed as to when it is submitted.
- b) Update on 238 corridor project – HE updated the Board on the community meeting she attended in relation to this project on 14th March. HE outlined the different parcels of land and which ones had which plans associated with them. Parcel 3 has a proposal that includes a Charter School which HE had advised EB of and EB followed up. HE also had passed info on to Red Hook with respect to another parcel. HE said there will be further meetings for different parcels and she will continue to attend these. TB thanked HE for attending.
- c) Committees – TB outlined his view that there should be a clear division between strategic committees that are Board committees and operational committees which should remain with the school. CP outlined his concerns that there should be uniformity in terms of how committees operate and the format of committees having a mission and goals should be good practice. LH suggested building on this with terms of reference for all committees that outline reporting period, frequency of meetings as was done for the executive committee. EB said that in her experience of previous Boards there was a standard template for reporting. MB raised concerns that there was currently no active fundraising committee and this needs to be addressed urgently. Also that although the day to day facilities business could be managed by a school facilities committee there should also be another committee reporting to the Board in terms of a new facility for the school. EB as advisor to board (not as Principal) suggested the Board needed a governance, finance and fundraising committee, that it was logical and usual for the treasurer to chair the finance committee and for the Chair to be on all committees. She also suggested that although we have a separate nominations committee, and this seems to work because the governance committee has a large workload because of being a charter school, often nominations falls within the remit of governance. A capital campaign committee would usually be an adhoc committee. HE, suggested missions should be attached to each committee, and that defined responsibilities to be clearer. CP suggested we need clarity that a board member role is strategic not operational and should have a document outlining this which is about teaching board members about their role.

Action: TB will draft a list of committees for next meeting

Silver Oak High School - Board of Directors Minutes

Thursday, March 28, 2019 @ 6:30PM

Silver Oak High School, 951 Palisade St, Hayward CA 94542



- d) Board Member Induction/Training – LH outlined her perception as a newer Board Member that there is a lot of knowledge retained by the older board Members which we need to find a way to share more easily with new board members. This could be done by a short-term working group to develop a welcome pack for new Board members. CP volunteered to support this and said there were various on-boarding documents already in dropbox. MB also volunteered to help.

Action: LH and CP to draft something with input from MB

CP will incorporate something into the welcome packet

- e) Updated Expectations of Board Members for info – LH explained that she had updated the document approved at previous Board Meeting with the suggestions made at the meeting by CP. This document would be given to all new Board members and as it was new all existing Board members were asked to read sign and return a copy to LH or MB.

Action: All Board Members to read sign and return their copy.

- f) Debrief from AMS Conference with Video - EB showed a video that was shown at the AMS conference which is now on the AMS website. SOHS is one of 4 High Schools that were featured in the video. There was a positive response at the conference and SOHS had a good profile at the conference with the video and faculty members who were attending and presenting.

7) Adjournment

Approved	Motion to Approve	Seconded	In Favor - 9	Opposed - 0	Abstain - 0
Yes	HE	TB	TB, MB, VC, HE, LH, CI, CM, CP, DW		

The meeting was adjourned at 8.56pm by TB

Notices: Silver Oak High School, a Public Montessori Charter School, is nonsectarian in all its programs, admissions policies, employment practices, and all other operations. The school does not discriminate against any person on the basis of ethnicity, national origin, gender, or disability. In compliance with the Americans with Disabilities Act (ADA) and upon request, Silver Oak may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals, who require appropriate alternative modification of the minutes in order to participate in Board meetings, are invited to contact the School at (510) 370-3334.