

Silver Oak High School - Board of Directors Minutes

Thursday, May 16, 2019 @ 6:30PM

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



1) Call to Order

The meeting was called to order at 6.30pm by TB

a) Attendance

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

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

Meeting confirmed as quorate

b) Reading of Silver Oak Mission Statement by Steve Gayle

c) Acknowledgements

TB Acknowledged:

RM & EB for the work they put into the Debut Dinner and making it a success.

YL – for pulling off a change of venue for graduation at such short notice without incurring additional costs. This will be the largest graduating class and demand for extra tickets was extremely high so this could not be accommodated in the venue previously used. Yanira managed to find an excellent alternative venue, through her contacts, with sufficient capacity to accommodate all who wanted to come. For many families their student will be the first to progress to college and families wanted to celebrate their high school graduation. Family members are coming in large numbers, some from overseas to support and join the celebrations.

As his last Board Meeting as a parent of a Silver Oak student TB also thanked the whole school for its support of his son John and getting him through to graduation.

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	SG	DW	TB, MB, VC, HE, SG, LH, CP, DW		

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4) Guest Speakers

Gates Foundation Special Education Study Presentation
Nancy Ta, Director of Special Ed. SOHS

Nancy was unable to join us this time so this will be rescheduled for June.

5) Consent Agenda

- a) Approval of Minutes from the prior Regular Board Meeting on Thursday, April 25, 2019
- b) Approval of Minutes from the prior Special Meeting on Thursday, April 25, 2019
- c) Approval of Minutes from the prior Special Meeting on Monday, April 29, 2019
- d) Communications

- 1. Treasurer & Finance Committee
- 2. Governance Committee
- 3. Nominations Committee
- 4. ~~Principal's Report~~ - CP requested Principals report be removed for discussion

- e) Updated 2018-19 Budget

Approved	Motion to Approve	Seconded	In Favor - 8	Opposed 0	Abstain 0
YES	MB	VC	TB, MB, VC, HE, SG, LH, CP, DW		

5d 4. Principal's Report – CP queried what 6 pending meant and why the number in this report was different to that in the budget. EB explained these were students who had been offered a place but had not yet accepted that offer. This report is based on current projection, Budget based on experience of some students who do not subsequently complete enrollment.

HE asked if a bullet point could be added to future reports about safety. EB proposed a separate report be submitted from the safety committee following its meeting instead.

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YES	CP	LH	TB, MB, VC, HE, SG, LH, CP, DW		

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6) Items for Board Consideration / Actions

a) ~~Q&A and vote on board member candidate:~~

~~Alissa Stolz (05/16/2019 – 06/30/2022)~~

Alissa was not able to join the meeting and therefore this item was deferred until the June meeting.

b) Approval of 2019-2020 Salary Grids

Approved	Motion to Approve	Seconded	In Favor - 8	Opposed 0	Abstain 0
YES	DW	VC	TB, MB, VC, HE, SG, LH, CP, DW		

c) Board Committees and Reporting

TB/SG – 25 mins

Following a productive discussion it was agreed to keep the existing committees but that members of those committees should review the name, mission and goals, liaising with Elaine/Yanira where appropriate. This should include information about frequency of meetings and method and frequency of reporting to the Board. It was agreed effective committees and communication were essential to the effective operation of the Board.

The Audit Committee to be chaired by TB.

A volunteer is required to chair the fundraising committee, VC may be interested pending a discussion with TB. There also needs to be a Capital Campaign fundraising committee which may be a sub-committee of fundraising but approach is dependent on outcome of discussions regarding co-locating with GO.

TB and EB outlined their concerns about functioning of finance committee. MB outlined her concern that motions about financial matters were brought to the board without consulting the finance committee. These concerns should be taken into consideration when reviewing this committee.

Action - Each committee chair to action as outlined and produce new terms of reference asap.

d) Board Officers - Roles and Responsibilities

HE felt the descriptions were clear.

MB felt that it should be clear the chair represents the Board but does not make decisions on behalf of the Board.

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CP felt leadership meant different things to different people and there was a difference between being a CEO and a Board Chair. There was discussion about how the chair's opinion may influence decisions and whether the chair should or should not refrain from sharing their opinions or focus on just being the chair.

There was also discussion about information emails and how this was captured for purpose of reference.

SG asked for there to be consideration of Emeritus (non-voting) positions for former Board members so we could retain knowledge and experience.

Action – All current officers to review/write role descriptions for circulation to Board members for comment prior to June Board Meeting. (LH, MB, TB, SG)

Information emails to be submitted as memos so these can be saved in dropbox and added to Board Packet to ensure we keep a record. (TB)

e) Development Director

The job description was discussed and CP suggested the list of duties was too long and should be reduced. There was also discussion about affordability and expectations in terms of when we would see a return on the investment and how we could represent this in the budget if intention is for the post to fund itself through fundraising.

Action TB to make changes proposed to Job Description

Motion to approve draft job description pending proposed changes.

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YES	SG	LH	TB, MB, VC, HE, SG, LH, CP, DW		

~~f) Approval of Subsequent Waiver _____ for Clee Monleon, Spanish Instructor~~

This item was removed as no longer required.

7) Facilities Update

HE updated Board on 238 Corridor Project through a written report which was part of the Board Packet. There were no questions on report.

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8) Items for Board Discussion/Information

a) Welcome and Onboarding of new Board Members

LH and CP updated the Board on their work on designing a welcome and training package for new members. Board members were asked to review and feedback any suggestions. MB had already suggested screen shots be added to the intro document. VC suggested link to information about Brown Act. LH asked all members take responsibility for updating their contact details in dropbox and updating their biographies.

**Action – All Board Members to review and feedback to CP/LH
All Board Members check contact details are correct in dropbox and everyone review/update their biography and date to show it has been reviewed.**

b) LCAP Goals Presentation

This will be on agenda next month for approval, the goals are manly unchanged however the descriptions and numbers need to be updated.

c) Presentation of the 2019-2020 draft budget

MB outlined the changes to the budget for next academic year. This reflects the staff changes and resulting anticipated salary differences, the predicted ADA, the Prop 39 out of district student costs and the new salary grid.

Work still to be completed includes the inclusion of a security guard and possibly a development director as well as a revised salary grid for administrative staff.

CP queried the number of students the budget was based on and how conservative we needed to be. Currently budgeted for 220, predicting 231 so EB proposed use 225 as number for budget setting. The budget will be presented for approval at next Board meeting.

d) SO/GO Board Tours

The two Principals are arranging tours of their schools for the other Boards. Further information about dates and a possible meal to be circulated to Board Members.

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e) SO/GO Co-location Working Group

TB outlined the discussion that had taken place on Monday in this working group. The next meeting will be on Friday evening. TB asked how Board members wished to receive updates about the working group meetings. EB suggested an email with bullet points. VC suggested that as discussions took place between meetings, with members of the working group, that the same document be utilized, using track changes for updates.

f) Naming Policy

TB suggested that as we move forward with a capital campaign it would be important to have a naming policy as naming of buildings, classrooms, benches were all ways of fundraising.

Action DW volunteered to draft a policy

g) Board Meeting Calendar

This will be an agenda item for approval at June Board meeting. A number of Board members are finding the third Thursday, Thursdays in general difficult. EB said that Alissa had indicated Tuesdays would be difficult for her. MB said that as well as considering the day of the week, which week in month needed to be considered as for budget reports it could not be the first week and later in the month was better to ensure most up to date reporting.

Action TB to send out a poll to work out when would suit the board best.

9) Adjournment

Approved	Motion to Approve	Seconded	In Favor - 8	Opposed 0	Abstain 0
YES	SG	VC	TB, MB, VC, HE, SG, LH, CP, DW		

The meeting was adjourned at 21.29 by TB

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