

# Silver Oak High School - Board of Directors Minutes

Thursday, March 5, 2020 @ 6:00PM

Silver Oak, 22100 Princeton St, Hayward, CA 94541 – Event Center & Office



## 1) Call to Order

6:00pm

The meeting was called to order by TB

### a) Attendance

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

#### Silver Oak HS Board members

Bauer, Tom	P	Eckart, Helga	P	Pagel, Chris	P
Bichard, Murielle	P	Gayle, Steve	P	Stolz, Alissa	AA
Cespedes, Vinnie	AA	McMahon, Rick	AA		

⇒ Meeting confirmed as quorate

#### Golden Oak Board members

Compani, Amy	P	Gordon da Cruz, Cynthia	P	Rodriguez, Kristin	A
Casquejo Johnston, Luz	P	Madison, Nikitha	A	Schenone, Joe	A
Den Hartog, Doug	P	Morales, Mynor	A	Stearns, Roman	P
Espinosa, Jorge	P	Munoz, Nayir	P		

b) Reading of Mission Statements, by Cynthia Gordon da Cruz and Murielle Bichard.

c) Acknowledgements - N/A

## 2) Public Comment

There was no public comment

## 3) Approval of the Joint Meeting Agenda & Joint Consent Agenda

a) Communication Flow Chart updated version – Informational item

Approved	Motion to Approve	Seconded	In Favor – 12	Opposed - 0	Abstain - 0
YES	LJC	JE	TB, MB, HE, SG, CP AC, LCJ, DDH, JE, CGC, NMU, RS		

## 4) Items for Joint Meeting

### a) Facility Work Group update

- Community meeting: Red Hook held a community meeting at Palisade on February 26<sup>th</sup> 2020. The residents liked that a school would be built on the property and not a housing development. They had concerns about traffic and parking. Neighbors would prefer a two-story building (to a three-story building).

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- Architects: On Tuesday March 3<sup>rd</sup>, three architectural firms, which submitted a proposal, met with the facility work group and Red Hook, for presentations and to introduce their teams.
  - **TOPA:** They submitted the highest bid. This is a small firm (5 employees), located in San Jose. No experience with schools, community oriented.
  - **BCA:** Lowest bid. Their headquarters are in Sacramento, with offices in San Jose and Los Angeles. Strong presentation, they are very motivated. It is not very clear how much K-12 experience they bring to the project. Designer has more experience in retail projects. Presentation appeared to be more of a repetition of the proposal rather than showing the strength of the team and creativity. Lead architect made good impression (with good project management skills and understanding of how to work with a developer). BCA did not come across as a cohesive team, but they show a “can do” attitude. 3 people assigned to project.
  - **Radcliff:** Their bid is on the end high, but lower than Topa. Located in Emeryville, with office in SF. Their proposal is very organized, including a detailed fee schedule, reflective of our budget. Their entire team has extensive experience with school design and School Master plans. Many clients in the Bay Area, including Alameda County. Very strong, convincing and interactive presentation. Designer explained possible design options for the new building. 4 people assigned to this project, with 1 assigned to CUP, and 1 designer.
- ⇒ Red Hook to reach out to Radcliff to see if they will lower their price.
- ⇒ Decision should be made on Monday or Tuesday next week.

## b) Hayward Public Montessori – Board advisory consultant

Last month, it was suggested to hire a Board advisor. The chairs received names of 3 consultants submitted by board members.

- James Lee didn't reply yet with a proposal.
- Jonathan Wolff is not the best fit for that scope.
- Dan White is willing to do it.

### **Action item: Draft potential scope for next month.**

Comments/suggestions:

- Presentation from last month had good criteria on board members' responsibilities. Each board should meet independently, to do some preparation work and keep everyone engaged.
- Consultant may see skills we don't have. What is the level of urgency?
- It's not clear why we need to go through that process and not wait for attrition. How many members to be removed? Consultant may look for duplicate skills. Would be great to detail what are the steps for the merger.

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## c) Capital Campaign Work Group update

- Scheduling external interviews. The goal is previewing our message, and getting their advices to refine our message.
- Update on Friends of Hayward Public Montessori: starting round 1 of internal campaign => raise \$5,000 by July 1<sup>st</sup> (minimum balance for checking account to avoid fees). Keep the account opened for incoming donations.
- Students' profiles: identified set of students/alumni to be interviewed. For capital campaign and school marketing. For now, focus on 1 page profile, later videos.

## d) Announcements of upcoming events

- Hayward Education Foundation, Spring into Excellence** – Friday April 3<sup>rd</sup> 2020, 5:30pm-9pm (Hayward City Hall), [www.haywarded.org/events](http://www.haywarded.org/events) (tickets: \$75)  
=> The goal is to be seen in the community, as we may need community support. Email Elaine if interested to attend this event.
- Hayward Hero Recognition Dinner** – Friday May 15<sup>th</sup> 2020, 5:30pm-8:30pm (Meridian Hangar Hayward Airport), [www.haywardheroes.org/nominations](http://www.haywardheroes.org/nominations) (tickets starting Apr 1st, \$30 or \$240 for 8).  
=> GO and SO to continue to attend, each school submitting its own hero.
- 2<sup>nd</sup> Annual Montessori Gala** – Friday May 1<sup>st</sup> 2020, 6:30pm, Stonebrae Golf  
=> Tickets are \$100. This event, with live auction, will benefit the Capital Campaign. Evite will be sent next week (an email template to invite guests will be useful). The videographer, who edited the AMS video, to make a dedicated SO video, is doing a similar video for GO. The combined video for GO and SO will be previewed at the gala. Last year was the introduction to the capital campaign, with announcement of the co-location for the 2 schools. Keep up the momentum.

## 5) **Adjournment of the joint meeting**

**7:09pm**

Adjourn joint meeting.

## 6) **Approval of the remaining Agenda**

**7:20pm**

Approved	Motion to Approve	Seconded	In Favor - 5	Opposed - 0	Abstain - 0
YES	SG	TB	TB, MB, HE, SG, CP		

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## 7) Consent Agenda

- a) Approval of Minutes from the prior Regular Meeting on Thursday, February 6, 2020
- b) Communications
  - 1. Treasurer and Finance Committee
  - 2. Governance Committee
  - 3. Principal's Report
  - 4. Fundraising Committee
- c) ~~Approval of the Comprehensive Safety Plan (with updated goals & progress report)~~  
(no report was submitted)

⇒ HE pulled out the Principal's report for questions about the Coronavirus. Elaine said that she's following the SO health policy, as well as HUSD and CDC guidance. 2 communications were sent to families, and reminder announced to students. If HUSD decides to close its schools, SO will close too. No independent package procedures, but the Admin team started talking how to implement online courses.

**Motion: Approve the consent agenda (except the Comprehensive Safety Plan).**

Approved	Motion to Approve	Seconded	In Favor - 5	Opposed - 0	Abstain - 0
YES	SG	TB	TB, MB, HE, SG, CP		

## 8) Items for Board Consideration

- a) Approval of the 2019-2020 updated budget for 2<sup>nd</sup> Interim

**Motion: Approve the 2019-2020 updated budget for 2<sup>nd</sup> Interim.**

Approved	Motion to Approve	Seconded	In Favor - 5	Opposed - 0	Abstain - 0
YES	SG	TB	TB, MB, HE, SG, CP		

**Suggestion:** MB would like next year budget to be drafted differently and not be dependent that much on fundraising and grants (as they have no guarantee to be approved, and some grants are very specific on how to use their funding).

- b) Approval of the 2019-2020 2<sup>nd</sup> Interim report (Actuals until Jan 31<sup>st</sup> 2020)

**Motion: Approve the 2<sup>nd</sup> Interim report (with actuals until Jan 31<sup>st</sup> 2020).**

Approved	Motion to Approve	Seconded	In Favor - 5	Opposed - 0	Abstain - 0
YES	CP	MB	TB, MB, HE, SG, CP		

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c) Approval of the updated WASC strategic plan

**Motion: Approve the updated WASC strategic plan.**

Approved	Motion to Approve	Seconded	In Favor - 5	Opposed - 0	Abstain - 0
YES	MB	SG	TB, MB, HE, SG, CP		

d) Approval of the auditor selection for the 2019-2020 audit

**Motion: Approve the auditor selection (JRB Accountancy) for 2019-2020 audit.**

Approved	Motion to Approve	Seconded	In Favor - 5	Opposed - 0	Abstain - 0
YES	MB	CP	TB, MB, HE, SG, CP		

e) Election of Board member Emeritus (Steve Gayle nominated)

**Motion: Approve Steve Gayle, as Board member Emeritus, as of March 6<sup>th</sup> 2020.**

Approved	Motion to Approve	Seconded	In Favor - 4	Opposed - 0	Abstain - 1
YES	TB	CP	TB, MB, HE, CP		SG

**9) Items for Discussion - N/A**

**10) Adjournment**

**7:52pm**

Approved	Motion to Approve	Seconded	In Favor - 5	Opposed - 0	Abstain - 0
YES	MB	CP	TB, MB, HE, SG, CP		

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.