

Silver Oak High School - Board of Directors Minutes

Thursday, June 4, 2020 @ 6:00PM

28826 Bailey Ranch Rd, Hayward, CA 94542

<https://global.gotomeeting.com/join/693127813>, or +1 (224) 501-3412, Access Code: 693-127-813



1) Call to Order

6:05pm

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
Bichard, Murielle	P	McMahon, Rick	P
Cespedes, Vinnie	T	Pagel, Chris	P

Golden Oak Board members

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

b) Reading of Mission Statements, by Amy Compani and Tom Bauer.

c) Acknowledgements

- Elaine thanked Jen, Rick, Joe and David, for their dedication and time, working on next year budgets for each school.
- Roman thanked Jen for the thoughtful message sent to the GO community regarding anti-racism and support of black families.
- Michelle (from GO PTO) appreciates how distance learning was implemented at GO.
- Tom thanked Elaine and Yanira for successfully completing the semester, even holding a virtual prom! Only one day of instruction was missed to implement and switch to online learning. They made it look easy, but it required a lot of work.

2) Public Comment

There was no public comment

3) Approval of the Joint Meeting Agenda

Approved	Motion to Approve	Seconded	In Favor – 16	Opposed - 0	Abstain - 0
YES	LCJ	DDH	TB, MB, HE, RM, CP AC, LCJ, DDH, JE, CGC, NMA, MM, NMU, RS, JS, RS		

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4) Items for Joint Meeting

a) Facility Work Group update – Administrative Use Permit

- Hayward Planning Commission voted last week on the zoning amendments for the Hayward Mission Blvd corridor, which includes the Palisade campus. This item will now go to Hayward City Council for approval. The change of zoning, to Single Family Residential for the new campus, means that we only need to apply for an Admin Use Permit, easier procedure (instead of a Conditional Use Permit).
- 2nd neighborhood meeting happened on May 27th. Neighbors were invited by mail, based on their home being located 300ft around the school. There were 8 participants, including the mayor. Brian (from BCA) presented the new building design. Red Hook presented traffic analysis studies. Neighbors didn't ask many questions, and there were no objections.
- Pre-application meeting to get feedback from the planning department happened. But don't know the results of that meeting.

VC joined at 6:15pm.

b) Capital Campaign Work Group update

- Elaine, Jen and Kristin had two meetings with Campbell. Final deliverable was due last month. Same questions on both sides. Before resuming the contract, have a part-time capital campaign coordinator. Campbell provided names to find this kind of person and helped to put together a job description, with salary range.
- Kristin mentioned that the call was useful. Situation is scary, but was reassured. There is still money out there. Getting all the pieces in place, to be able to ask donors. Some people want to help. So need to make sure the message is well crafted, and very clear. Don't be afraid to ask big, as donors want to make an impact that will last. Need to pursue this campaign seriously.
- Jen added that the more we are talking about our school, the more people are hearing about our school.
- Start in July, to begin recruiting the capital campaign coordinator. This person should be very experienced and be the liaison with the school. A 2nd person is doing development work, focusing on the school fundraisers.
- Take the work Kristin's group did and involve the board. We cannot afford to suspend the campaign and delay longer.
- Budget: the ask is 12 million, based on detailed info from Red Hook. Once we have coordinator description (hours and cost), will need to be added to the budget. Should be hired by Feb 2021. Need to afford it and plan ahead of it.

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c) Material revision Group update

- Elaine has not heard back from HUSD. She spoke to YMC, asked for verbiage to contact HUSD. But the suggestion from CCSA is to wait that schools restart in August. Then send them a message at that time. The response requirement for material revision is different than for renewal, the 60 days limit doesn't apply.
- There was some urgency to get approval for the merger before July 1st. But we cannot force HUSD to add us to their agenda. No need to argue. Should rather acknowledge them, during this hard time, and be viewed as a partner. The material revision is a pretty straight forward request. No reason to be denied. But it depends on HUSD's decision.
- What are the advantages for HUSD? Will they save money? Not really, but long term, they will have access back to their facilities.
- Should we do any outreach, other than HUSD liaison, what is recommended by CCSA? Still no meeting with Lisa Davies. The goal was to meet with individuals board members once revision submitted. Find ways to build relationships.

d) Action item – Approval of the 2020-2021 board meeting calendar

- Continue with the 1st Thursday of the month, except for April (both schools have different spring breaks).

Approved	Motion to Approve	Seconded	In Favor – 17	Opposed - 0	Abstain - 0
YES	DDH	AC	TB, MB, VC, HE, RM, CP AC, LCJ, DDH, JE, CGC, NMA, MM, NMU, RS, JS, RS		

Action item: Suggestion to send email and calendar invitations.

e) Financials review for new campus

- Budget: Joe, Rick and David worked on a revised 5 years projection, reflecting our revenues decrease. No capital campaign revenues have been included.
- Need to occupy facility for at least one year, before buying it back. Will need to issue a bond for that. SB740 will bring \$360k per year, it's a key component, but needs to reach at least 55% FRL. If not, we may have to use Stonebrae school's rate (and change the admission policy to give priority to their students).
- Fundraising: the budget depends on fundraising, except for next year (reduced). LCFF cut % is cumulative. Budget is conservative.
- No action needed, just information. But will be great to have an approved single budget going forward to show donors.

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5) Adjournment of the joint meeting

7:50pm

Adjourn joint meeting.

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YES	DDH	AC	TB, MB, VC, HE, RM, CP AC, LCJ, DDH, JE, CGC, NMA, MM, NMU, RS, JS, RS		

6) Approval of the remaining Agenda

7:51pm

Approved	Motion to Approve	Seconded	In Favor - 6	Opposed - 0	Abstain - 0
YES	MB	RM	TB, MB, VC, HE, RM, CP		

7) Consent Agenda

a) Approval of Minutes from the prior Regular Meeting on Thursday, May 7, 2020

b) Communications

1. Treasurer and Finance Committee
2. Principal's Report

Motion: Approve the consent agenda.

Approved	Motion to Approve	Seconded	In Favor – 6	Opposed - 0	Abstain - 0
YES	TB	MB	TB, MB, VC, HE, RM, CP		

8) Items for Board Consideration

a) Election of Board Members

- Board member (Term Renewal): Tom Bauer, July 1st 2020 to June 30th 2023

Motion: Approve the term renewal for Tom Bauer.

Approved	Motion to Approve	Seconded	In Favor – 5	Opposed - 0	Abstain - 1
YES	MB	RM	MB, VC, HE, RM, CP		TB

b) Approval of the COVID-19 Operations Written report

LCAP report has been postponed to December 2020 (instead of July 1st). It is replaced by an annual report, describing the changes due to COVID-19, and how the school adjusted/responded to the areas.

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Motion: Approve the COVID-19 Operations Written report

Approved	Motion to Approve	Seconded	In Favor - 6	Opposed - 0	Abstain - 0
YES	CP	RM	TB, MB, VC, HE, RM, CP		

c) Approval of the 2020-2021 LCAP goals

LCAP goals will include survey results, pre & post covid-19, including safety goals.

⇒ **Not finished – tabled to July or August.**

d) Approval of the 2020-2021 budget

Line item for Health & Safety seems missing. Looking for a professional cleaning company, \$20k may not be enough. Amount for Audit is too high, should be \$7k; athletics seems high too, as it was mentioned that there were no more stipends (including coaches). CSMC expense is too low, should be changed from \$51k to \$66k.

Motion: Approve the 2020-2021 budget.

Approved	Motion to Approve	Seconded	In Favor - 6	Opposed - 0	Abstain - 0
YES	TB	RM	TB, MB, VC, HE, RM, CP		

e) Approval of the 2020-2021 Principal's contract

Elaine declined her raise. She feels strongly about teachers' salary increase, so the difference of \$26,000 will help pay for it.

Need to do her performance review. Elaine suggested to use a simplify version for self-review, like she did with the staff, which highlights the areas of strength.

60% of her time is doing superintendent work (budget, capital campaign, Red Hook).

Motion: Approve the 2020-2021 Principal's contract

Approved	Motion to Approve	Seconded	In Favor - 6	Opposed - 0	Abstain - 0
YES	MB	CP	TB, MB, VC, HE, RM, CP		

Action item: Elaine to send template to Tom.

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9) Items for Discussion

a) Information about school reopening in Aug 2020

It took the staff one month, including lots of webinars, to put this information together.

If the school is allowed to reopen with students on campus:

- No change for SPED.
- Students and staff need to wear masks.
- Have only 15 students per class, which is a self-contained cohort.
- 6 feet distance, unless cohort group.
- Hybrid Model, with “Buddy System”:
 - Each section divided into 2 groups A and B (with 15 students each), alternating on campus, and online, every other week.
 - Each student has a buddy (in the other group)
 - Orientation 8/20-8/28 and classes start 8/31
 - Schedule: Choice of setup (self-contained, subject matter), daily virtual community meeting, choice of lunch setup.
 - Sports: All sports offered, with a possible date of Jan 2021.
- ⇒ Increase janitorial costs
- ⇒ Increase PPE costs
- ⇒ In-service training
- Distance learning Model: 8:45am to 4pm, track pads required.
- Exposure and Liability:
 - Failure to educate (if online)
 - Failure to follow health safety guidelines
 - Burden of proof is on the plaintiff
 - \$30 mil coverage (D&O)

10) Adjournment

9:39pm

Approved	Motion to Approve	Seconded	In Favor - 6	Opposed - 0	Abstain - 0
YES	MB	RM	TB, MB, VC, HE, RM, 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.