

Silver Oak High School - Board of Directors Minutes

Thursday, May 7, 2020 @ 6:00PM

28826 Bailey Ranch Rd, Hayward, CA 94542

<https://global.gotomeeting.com/join/996709245>, or +1 (312) 757-3121, Access Code: 996-709-245



1) Call to Order

6:00pm

The meeting was called to order by LCJ

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	AA	Eckart, Helga	P
Bichard, Murielle	P	McMahon, Rick	P
Cespedes, Vinnie	T	Pagel, Chris	P

⇒ Meeting confirmed as quorate

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 Cynthia Gordon da Cruz and Murielle Bichard.

c) Acknowledgements

- Jen thanked Amy for implementing a smooth agenda process. She also acknowledged staff and teachers, as it is teacher appreciation week.
- Elaine thanked David, Rick, Joe, Susan, Maria, Jen and Yanira, who have been meeting 4 times per week, to work on this year and next year budgets.
- Joe thanked Elaine for her continuous efforts.
- Mynor thanked all the educators, who are struggling with home schooling.
- Cynthia thanked Luz for meeting with all the Golden Oak board members individually.

2) Public Comment

There was no public comment

3) Approval of the Joint Meeting Agenda

Approved	Motion to Approve	Seconded	In Favor – 15	Opposed - 0	Abstain - 0
YES	JE	DDH	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

- Brian Whitmore (BCA) has been working for the past 4-5 weeks on this design project. He shared visual drawings (conceptual plans) of the overall site.
- New building (2 stories), hosting MS/HS/Office forms an L-shape, with a small courtyard. Will still have one way driveway, with 51 parking stalls and an overflow parking behind the gym.
- Not focusing yet on Phase 1 (improvements of the current building).

VC arrived at 6:24pm.

- Process of entitlement: pre-application meeting with the city is scheduled in one week, before finalizing the application. The city is changing the zoning in the area where the school is located, which may help, as we will only need to apply for an administrative use permit, instead of a conditional use permit. That means it should be straight forward, as it's already a school site. Need the city's approval to increase the capacity to 600 students. Still need traffic analysis. We have a good understanding of the earthquake zone and the associated limitations. High level consideration is the environmental impact.
- 2nd neighborhood meeting is planned on May 27th.

b) Capital Campaign Work Group update

- Kate Roosevelt and Erin Culbertson from Campbell & Co presented an update on the campaign operating plan. Kate is a Montessorian, and Erin is the Executive VP (replacing Shoshana who is leaving). They value working with us, and thanked Elaine and Kristen to ease this transition.
- Milestones:
 - July 2020 to Feb 2021: Advancement Phase
 - March 2021 to Dec 2021: Leadership Gifts (\$7 million)
 - Jan 2022 to Jul 2023: Major Gifts (\$5 million)
- ⇒ Goal: Over the next 3 years, raise 12 million for the construction of the new building. Build on initial conversions, to have a group of champions.
- Budget: Expenses for managing the campaign is 10% of the goal (\$1.2 million, of which 60% mostly be toward staff).
- Timeline: Bringing staff on board, and a campaign director. Have pipeline in place. Focus on stewarding donors. Ongoing support for operational & next big vision.
- Resume work internally in July, to be ready in September.

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c) Material revision Group update

- It was submitted on April 4th.
- Confirmation received from Evelyn (charter liaison) and Matt's secretary.
- HUSD has 60 days to respond but may be delayed. Need to wait and see.

d) 2020-2021 draft budget presentation

- Approach is based on the timing of the merger => have a single budget, with shared resources. Reach salaries catch up for GO over 3 years. Preparing for reducing revenues, in view of uncertainty of state funding, and operational fundraising. Planning a 5% reduction (\$256k) to be well prepared.
- Received Paycheck Protection Program (PPP) funds. Criteria to accept funds are not clear. Need to do a good job of complying and documented the expenses. Schools have insurance for board liability, as long as the board is not engaging in fraud. Accepting the loan means we are certifying that the loan is necessary. That will be public information. Small Business Association (SBA) will release more information before the May 14th deadline. Both schools should have same the recommendation.

Action item: Seek advice from the lawyer.

5) **Adjournment of the joint meeting**

8:00pm

Adjourn joint meeting.

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

6) **Approval of the remaining Agenda**

8:01pm

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

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7) Consent Agenda

- a) Approval of Minutes from the prior Regular Meeting on Thursday, April 2, 2020
- b) Communications
 - 1. Treasurer and Finance Committee
 - 2. Principal's Report
 - 3. Fundraising Committee

Motion: Approve the consent agenda.

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

8) Items for Board Consideration

- a) Approval of the 2019-2020 revised budget

The revised budget shows a deficit of (\$95k) for this year.

Hard decisions will need to be made for 2020-2021 budget. It already reflects an 8% revenues/expenses reduction (5% for LCFF + 3% for fundraising). Part-time staff needs to be full-time.

Motion: Approve the 2019-2020 revised budget.

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

- b) Approval of the 2020-2021 updated teacher's salary grid

Concerns were raised that the board has not seen a draft of next year budget.

Especially in view of the decrease of the state revenues, announced as part of the California May revised budget. Updating the salary grid as presented (like an extra \$2,000 for teachers between 1 and 9 years of experience), means an extra \$20k to \$25k salary increase (in addition to the \$29k planned increase reflecting another year of experience). This also has an impact on Golden Oak budget.

Motion: Approve the 2020-2021 updated teachers' salary grid.

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

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c) Approval of the 2019-2020 PE requirements reduction for seniors

⇒ Requesting this waiver is not needed anymore. Alternate program will run until July, for students initially in baseball and girl soccer, to get their needed credit.

d) Approval of the 2020-2021 school calendar

Calendar may change as needed, when we know more about how next year will look like with the implementation of social distancing.

Motion: Approve the 2020-2021 school calendar.

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

9) Items for Discussion - N/A

10) Adjournment

8:55pm

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

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