

Silver Oak High School - Board of Directors Minutes

Thursday, October 8, 2020 @ 6:00PM

28826 Bailey Ranch Rd, Hayward, CA 94542

<https://us02web.zoom.us/j/2616519564?pwd=K3FiUXRpakVzZGtRdmkvSDdEMnlyUT09>

or +1 669 900 9128, Meeting ID: 261 651 9564, Password: SOBoard



1) Call to Order

6:04pm

The meeting was called to order by TB

a) Attendance

A – Absent, AA – Apologized Absence, P – Present, T – Tardy

Silver Oak HS Board members

Bauer, Tom	P	Eckart, Helga	P
Bichard, Murielle	P	McMahon, Rick	P
Cespedes, Vinnie	P	Pagel, Chris	P

b) Reading of Mission Statements, by Chris Pagel.

c) Acknowledgements:

- Elaine, Murielle, Tom and Rick acknowledged Chris for his work on the GO & SO boards (over the past 11 years). Tom remembered Chris reaching out to him for his initial interview to join the SO board. Rick added that he values Chris' opinion very much.
- Chris will continue to be involved as the Treasurer of the Friends of Hayward Public Montessori. He mentioned that he liked his task of recruiting new board members the most.
- Tom had a work conflict and could not make last week joint board meeting (Oct 1st).

2) Public Comment

There was no public comment

3) Approval of the Agenda

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

4) Consent Agenda

- Approval of Minutes from the prior Regular Meeting on Thursday, September 3, 2020
 - Approval of Minutes from the prior Special Meeting on Thursday, September 24, 2020
 - Approval of Minutes from the prior Retreat Meeting on Saturday, September 26, 2020
 - Communications
 - Treasurer's report
 - Principal's report
- ⇒ Chris asked about the Oct 1st meeting minutes not listed under the consent agenda. Murielle replied that they were not done, and will be ready for November meeting.

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Motion: Approve the consent agenda.

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YES	CP	VC	TB, MB, VC, HE, RM, CP		

5) Items for Board Consideration

a) Approval of the re-opening Resolution (per YM&C recommendation)

- Chris asked if the scope should require some financial level, especially in those special circumstances.
- Murielle mentioned that some clauses were inaccurate and should be removed (for example the board didn't authorize the closure in the spring, there was no prior resolution adopted related to the pandemic, and no collective bargaining agreement). Suggested removing clause 20 (regarding the authority to exceed spending limit). Clause 22 (about seeking material revisions to the charter) is concerning.
- Helga inquired about the date of the document, which purpose is for reopening the campus this school year 2020-2021, but it will be effective until June 2022 (way longer than just the reopening period). Elaine agreed that it makes sense to change the date to June 2021. This resolution can also be updated later if needed. It's a good idea anyway to review it when the merger should become effective. Helga also asked if the notification can be shorten to less than 10 days.

Tabled to the November board meeting.

b) Approval of the updated 2020-2021 COVID-19 safety School Reopening Plan

Updated document was not ready to be presented. It will take 30 to 120 days before High Schools can reopen. At this point, no plan is needed for special groups to be on campus.

Tabled to the November board meeting.

c) Approval of the updated 2020-2021 Employee handbook

- Yanira has been working many hours on this handbook, transferring the customizations (specific to Silver Oak) from the old to the new template.
- Murielle went through the list of the issues she previously raised in August, as some updates were still incomplete (Montessori credentials, vacations for classified employees, paid sick leave maximum accrual, working remotely).

Motion: Approve the 2020-2021 Employee handbook, pending updates to telework policy and adding back Covid 19 & emergency family leave policies.

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

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d) Approval of the updated Teacher Promissory note related to Montessori training

- The promissory note was written by YM&C. But it contradicts the employee contract, which list the \$8k paid for the Montessori training, without mentioning to repay a portion back if the employee is leaving before 3 years.
- Suggestion: for next year, ask YM&C to rewrite contract/promissory note as needed. Review the benefits provided. Or have our own Montessori training center. Not hiring teachers without CA credentials anymore.

No vote - Information: Cannot require employees in Montessori training to repay part of the cost of the training if they leave.

e) Update and approval of the WASC strategic plan

- November 16th is the date for the WASC virtual visit. It's the mid cycle visit to make sure the recommendations from 3 years ago have been implemented.
- The latest version of the WASC strategic plan was approved in March 2020. Murielle noticed that a few updates were made since (mostly title changes like Strategic finance officer instead of Dev Director). But the version from the board package contains screen shots and at least the last page is truncated (missing the bottom).

Action item: Murielle to update the word version.

Tabled to the November board meeting.

f) Finance Committee update

Rick to send a doodle to schedule the next meeting to address the SB740 issues presented at the joined board meeting on Oct 8th. The budget will be reviewed again for this school year and start to check how it looks like for next year.

Action item: Rick to schedule next Finance committee meeting.

g) Approval of the 2020-2021 revised Principal's compensation

- Rick thanked Elaine for not taking her planned raise for 2020-2021. After the California May revised budget, LCFF was supposed to be reduced by 7.7%. Elaine wanted to make sure that the teachers will get a salary increase (going to a new salary grid). Now LCFF has been restored and is fully funded, with deferrals.
- The salary revision will increase the expenses of about \$32k (\$26k for salary increase, \$3.9k for retirement and \$2.4k for payroll fees).
- Chris mentioned that we don't have much surplus, but the board should try to give Elaine her raise.
- Tom agreed that we can afford it.
- Murielle suggested waiting for the PPP funds to be forgiven.
- Helga proposed giving Elaine a bonus while waiting for the funding to come in.
- Rick also thought about a bonus, but he advocated going ahead with the raise.
- Vinnie thanked Elaine. Agreed to secure the PPP forgiveness before issuing the raise.

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Motion: Approve the 2020-2021 revised Principal's compensation, retroactive July 1st 2020. Salary is increased from \$115,000 to \$141,000, with 16.15% of the new salary amount paid into a retirement fund (\$22,771.50). No change to the additional \$17,180.52 paid into a retirement account (equivalent of health insurance premium).

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

6) Items for Discussion

a) School Safety update

- Meeting is scheduled for tomorrow Oct 9th. Mayra is the Safety coordinator. She will be working on the Comprehensive School Safety (CSSP) plan.
- When school is resuming on campus, the SO staff will also meet with the Sunset HUSD staff to coordinate with them.

7) Adjournment

8:07pm

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

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