

Silver Oak High School - Board of Directors Minutes

Thursday, December 3, 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

6:01pm

The meeting was called to order by LCJ

a) Attendance

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

Silver Oak HS Board members

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

Golden Oak Board members

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

b) Reading of Mission Statements, by Amy Compani and Murielle Bichard.

c) Acknowledgements

- Elaine acknowledged Jen and Yanira, for their latest work answering the material revision questions requested by HUSD. They are the voice of the future.

Helga joined at 6:04pm.

- Tom commented on the HUSD board approval for the merger, which went smoothly. Hats off to all staff involved, who worked so hard and so long on this project. Our merger is mentioned in the Weekly update from CCSA.

Kristin joined at 6:06pm.

- Jen thanked Kristin for leading the GO donation drive. The support from the community is phenomenal.

- Luz echoed that feeling. Thanks to everyone involved and who has donated.

2) Public Comment

There was no public comment

3) Approval of the Joint Meeting Agenda

Motion: Approve the agenda, and changing the order by moving item 4d “Anti-bias / Anti-racist (ABAR) committee update” first.

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YES	AC	MB	TB, MB, HE, RM AC, LCJ, DDH, JE, CGC, KR, RS		

4) Items for Joint Meeting

d) Anti-bias / Anti-racist (ABAR) committee update

- Roman presented the materials from Liberatory Design Mindsets. The goal is to see how those mindsets can be applied to the board governance by increasing anti-biases and anti-racism toward our practices, policies and decision making.

Vinnie joined at 6:15pm.

- Break out rooms from 6:16pm to 6:26pm, to share our individual responses, about which mindset is appealing the most to us, and how to apply it to our board.
- Back together, a few board members shared about their discussions. Yanira commented on building relationships. Luz emphasized on Yanira's comment; and mentioned that this process can also be applied with the students.
- Amy thanked Roman for putting all that work together.

Action item: reminder - board members to do homework before Jan board meeting.

a) Material revision Work Group update – HUSD Approval, name, admission

- Material revision for the merger was approved by HUSD on Nov 18th 2020.
- Presentation from Elaine. The merger approval has an immediate and on-going impact. Jen and India have created a file with a list of tasks to be performed.
- Student admission - GO and SO have monthly informational meetings for prospective families. SO had one the night after the HUSD approval. GO 8th graders are now automatically accepted. Both lotteries should happen at the same time. Date of one or both lotteries will need to be changed to be synchronized.
- Name change – More research needs to be done to see if that makes sense to change the school name to reflect the merger. Here are some of the drawbacks of changing the name to Hayward Public Montessori as planned.
 - College recognition/branding (by the College Board).
 - Alumni considerations.
 - School culture considerations.
 - Sports branding in BACSAC.
 - Community branding.

⇒ A possibility is to have an “umbrella name” with program names.

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⇒ This item is for information only, no approval / decision from the board yet.

Action item: Create a Committee? Survey, but guide the direction (with 3 options)?

- Leadership Team - Jen, Yanira and Elaine. Here are the December common priorities.
 - 1) Phase I of the building renovation for Palisade campus (with Red Hook).
 - 2) Info meetings, admissions, lottery.
 - 3) School calendar for 2021-2022.
 - 4) Professional Development calendar (requested by HUSD).
 - 5) New Board Nominating Committee (reached out to Dan and Mwanaisha).
 - 6) Legal/Finance Team (Board): cost estimate to be asked from YM&C.
- Kristin asked the process on how the GO Board can communicate with the GO community about those changes. And what is the next step to decide on the name?
- Elaine replied that Jen is communicating to the 8th graders family about the admission policy change. The leadership team will look at what else need to be communicated. For the name change, Yanira is asking the CDE. Trying to find out what will happen to the students data from the CDE GO dashboard. The College Board said that the school code is used (not the name). Just a form to be filled out to submit the name change.
- Jen indicated that she had asked the GO board to write a letter about the merger, as it was a board decision. She is creating a presentation for the 8th graders.
- Doug wondered if we set any fund aside for the merger cost. No, that will be coming out of the Operational budget.
- Roman highlighted that's a great opportunity for community engagement and inclusion. The naming is also a possibility to involve community & students.
- Jen mentioned it is important to identify our school culture. And ask staff to participate.
- Elaine said that both SPED staff has a common SPED meeting once per month since April. This process will be formalized. Will provide an update every month.
- Jorge stated that keeping SO as name for the merged school is an option.
- Tom asked what the timeline for the name change research is. Elaine replied that the sooner the better it is and more info will be available in January.

b) Capital Campaign update

1. Action item – Decision on payment for outstanding invoice (Operating Plan deliverable)

- When we paused the campaign, it meant that we can hold Campbell to the contract's monthly cost. But there were more hours done by Shoshana to finish the operating plan that we didn't know. We thought we were paid off. Campbell didn't keep track of those hours. We entered into a contract, and this operating plan was one of the deliverables.

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- Tom added that the product is what we wanted. It may have some consequences if we don't pay that invoice. Hard to find another firm.
- Rick clarified that we paid Campbell until March, \$5k Feb & \$5k Mar (per school).
- Kristin agreed with paying the invoices.
- Tom said that if we are staying with Campbell, we can have Kate (from Campbell) talk to the board about what the responsibility of the board is.
- Cynthia is concerned about a consultant doing \$11,000 extra work, without approval.
- Tom requested to table this item and have Campbell come in January. Luz seconded.
- Doug said that no additional info is needed.
 - Campbell said that we were paid in full. It's wrong to ask for \$11k payment.
 - They never gave us a list of big donors as they promised.
 - Bad name for us if we don't pay. Problem of reputation is also true for Campbell.

Item tabled to January board meeting.

2. Capital Campaign manager hiring proposal presentation

- Cannot hire both a development director and capital campaign manager. The timeline to consider for hiring a capital campaign manager is April 2021. Steps to happen.
 - 1) Post online the capital campaign manager position
 - 2) Re-instate the capital campaign => Action item to be approved in January.
 - 3) Capital campaign manager starts.
 - 4) Identify co-chairs for the capital campaign.
 - 5) Setup systems.
 - 6) Secure 0-16% of the estimated goal.
- If hired from April to June 2021, the salary range (for part-time consultant) is as followed:
 - Based on \$35,000 => \$8,750 for 3 months, split between GO & SO,
 - Based on \$40,000 => \$10,000 for 3 months, split between GO & SO.
- Amy asked for demonstration that it can be afforded in the budget
- Luz echoed affordability
- Doug echoed affordability & money to fund the merger tasks. And asked to have a set of criteria to evaluate the capital campaign manager.
- Cynthia is thinking similarly to Doug.
- Kristin volunteered for GO Annual drive. She understands that there are lots of reasons to hire a contractor (lots of work). A full time salary of \$70k to \$100k is already a high level person. Maybe we need someone with fewer skills set.
- Roman confirmed that this person will receive no benefit.
- Murielle indicated that SO will use the incoming growth funds to cover its \$5k cost share.

Action item: Elaine to present (at January Board meeting) affordability information and criteria to determine success of this contract during the 3 months.

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c) 2020-2021 Deferral program financing options presentation

- David Wu presented this information. Ryan Eldridge from Charter School Capital (CSC) was present to give additional details on his program and answer questions.
- 36% of LCFF funding (from Feb to June apportionments) to be deferred for each school and paid back between July to November. That's \$907k total for both schools.
- 3 proposals:
 - **ASAP/CSFA ("Advances on State Aid Payments" from "California School Finance Authority"):** Their loan program is based on TRANs (Tax and Revenue Anticipation Notes). Interest is 3% (\$11k), plus issuance costs (\$14k) => Total cost is \$25k per school (based on \$500k advanced funding for each school). Have to take the full deferred amount (even if we don't need to borrow that much) and pay it back by Jan 2022.
 - **CAM (Capital Asset Management):** Need to submit documents to get information on interest rate and costs.
 - **CSC (Charter School Capital):** If board resolution approved by Dec 15th, the February advance is free. Schools can apply at any time if they need the money. Flexible program, borrow only the money needed (or can skip some months). Total cost for SO is \$11,878 & \$7,913 for GO. Total cost is lower than the ASAP program. Potential of facility financing too. It could be a test working with them now, and consider them in the future for facility financing.

Doug left at 8:30pm.

Action item: Each board to vote on their Charter School Capital proposal/resolution at their individual board meeting (SO on Dec 3rd 2020, and GO on Dec 7th 2020).

5) **Adjournment of the joint meeting**

8:38pm

Adjourn joint meeting.

Approved	Motion to Approve	Seconded	In Favor – 12	Opposed - 0	Abstain - 0
YES	LCJ	AC	TB, MB, VC, HE, RM AC, LCJ, DDH, JE, CGC, KR, RS		

6) **Approval of the remaining Agenda**

8:39pm

⇒ Item 8c: The Approval of Charter School Capital Acknowledgment Resolution (2020-2021 deferral program financing) is been moved in first position in the agenda.

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

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7) Consent Agenda

- a) Approval of Minutes from the prior Regular Meeting on Thursday, November 5, 2020
- b) Communications
 1. Treasurer and Finance Committee
 2. Principal's report

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

8) Items for Board Consideration

- c) Approval of Charter School Capital Acknowledgment Resolutions (2020-2021 deferral program financing)
 - Not much discussion as this item was presented and discussed in the joint board meeting section.

Motion: Approve the Charter School Capital Acknowledgment Resolutions (for 2020-2021 deferral program financing).

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

- a) Approval of the updated 2020-2021 budget and 1st interim report
 - Previous budget was approved on Sept 24th 2020.
 - Budget summary: \$2,809,826 in revenues, \$2,776,283 in expenses => \$33,543 surplus.
 - Changes in revenues: No change (still include fundraising and donation revenues).
 - Changes in expenses: +\$10.7k.
 - Principal salary updated to \$141k (10/8 board meeting decision): +\$26k (plus benefits).
 - Security guard salary decreased to \$10,440: -\$22k.
 - Employees benefit increased: +\$4.3k.
 - Prof Services increased (contract with EdOps) (10/1 board meeting approval): +\$2.5k
 - 1st Interim report: Murielle asked CSMC for some changes.
 - The Prop 98 funding (\$19,105) to be under State revenues (GL 8590), not Federal.
 - The restricted one-time funding for Learning Mitigation Loss to match between the internal budget and the 1st interim report budget. The restrictions mostly affected the certificated and classified salaries.

Motion: Approve the updated 2020-2021 budget and 1st interim report.

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

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b) Approval of the 2020-2021 Budget overview for Parents

- Murielle asked to update the Federal CARES fund (\$207,966) to not include the Prop 98 State funding (\$19,105) and match the changes requested for the 1st interim report. The updated total is \$188,861. CSMC sent the updated report just before the meeting.

Motion: Approve the 2020-2021 budget overview for Parents, pending narrative to be written.

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

Action item: Elaine to send version once the document has been updated.

d) Approval of the gender identity inclusivity and non-discrimination policy

- Incidents happened with juniors/seniors, triggering the need for this policy.
- Students are free to assert their pronouns and staff should use them to refer to them.
- Make sure to identify some bathrooms as gender neutral.
- Community meeting will be held, summarizing the gender identity inclusivity policy. It's not required for students to publish their pronouns, it's a choice.
- Policy approval will also be reported in the newsletter.

Motion: Approve the gender identity inclusivity and non-discrimination policy.

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

9) Items for Discussion

a) WASC/AMS accreditation visit update

- Silver Oak previously received a 6 years accreditation. This is the mid cycle visit. Elaine sends an annual progress report. An AMS representant was part of the visiting team. The final copy of the report will be sent in January.
- Lot of time was spent discussing the CASPP results, as well as other alternative measures with the WASC team member. Talked about SPED in advanced math. One of the teachers (Oscar) did a presentation about test taking skill (practical skill).
- Students said they feel supported at SO.

10) Adjournment

9:25pm

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

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