

Hayward Twin Oaks Montessori School - Board of Directors Minutes

Thursday, June 24, 2021 @ 5:00PM

745 Sandpiper Common, Livermore, CA 94551

1) Call to Order

5:02pm

The meeting was called by consultant Dan White.

a) Attendance

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

Twin Oaks Board members

Casquejo Johnston, Luz	P	McCallum, Jamila	P
Evangelista, Bernie	P	McMahon, Rick	P
Fletcher, Sharon	A	Schenone, Joe	P

b) Joe Schenone read the Mission Statement of Silver Oak School. Until such time as the Twin Oaks board adopts a mission statement for the school, the existing statement for the Silver Oak School will be read at Twin Oaks board meetings.

c) Acknowledgements:

- Joe acknowledged Elaine for her adapting to the variations in environment, roles and directions and for being “pretty darned flexible;”
- Bernie acknowledged Rick for his participation in interviewing a potential board candidate; Rick acknowledged Bernie in return.
- Elaine acknowledged Joe and Rick for helping to prepare two different grant proposals on behalf of Twin Oaks.
- Jamila acknowledged Rick for his work in walking new board members through the budget, and Bernie seconded that acknowledgement.

2) Public Comment

5:25pm

- There was no public comment.

3) Approval of the Agenda

5:25pm

Approved	Motion to Approve	Seconded	In Favor – (number of members in favor)	Opposed -	Abstain -
YES	JS	LCJ	JM, BE, RM – In Favor 5		

4) Consent Agenda

a) Approval of Minutes from the prior Regular Meeting on May 26, 2021.

Approved	Motion to Approve	Seconded	In Favor –	Opposed -	Abstain -
YES	LCJ	JM	JM, BE, RM – In Favor 5		

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5) Items for Board Consideration

5:30pm

- a.) **LCAP 2021-22 Preview Report** - Elaine Blasi shared with the Board a draft of the LCAP to be presented to the Hayward Unified School District for 2021-24. She provided background to the task and explained her approaching HUSD regarding an extension to the July 1 deadline to allow the Twin Oaks Board a chance to review the LCAP before it was submitted. The extension was approved, and the LCAP will be presented to the Board in time for its July 13, 2021 meeting. In the LCAP, there are goals identified that have been developed internally by faculty and staff and vetted with various interested parties, including parents. The LCAP connects dollar expenditures with each of the goals and identifies measures to be used by the school to assess its progress. The broad areas for the LCAP are Improving Conditions of Learning, Improving Pupil Outcomes, and Improving Engagement. Elaine Blasi will provide the Board with the school's submission prior to the July 13 meeting. She will include a copy of the report made by Golden Oak and Silver Oak regarding the previous plan. Overall, Elaine reported, there are eleven goals.
- b.) **2021-22 Budget** - Rick McMahon reviewed the 2021-22 budget for Hayward Twin Oaks Montessori School as adopted by the joint board of Golden Oak and Silver Oak schools. The 2021-22 budget shows a nearly \$1 million surplus, due almost entirely to the forgiveness of the PPP loan the school received during the COVID crisis. Subsequent fiscal years showed annual surpluses ranging from 4% to 9%. Discussion followed. It was noted that HUSD has a specifically designated percentage of the budget which must constitute a reserve. It was suggested that the Board develop a policy for handling budget surpluses, and that a general statement about how restricted funds are to be handled be developed for this and future boards.
- c.) **Board of Officers for 2021-22** - The following names had been placed in nomination for Board officers for 2021-22. Co-chairs: Jamila McCallum, Luz Casquejo-Johnston; Secretary: Sharon Fletcher; Treasurer: Rick McMahon. Joe Schenone moved and Rick McMahon seconded that this slate be elected. Approved unanimously. Officers will take office on July 1, 2021.
- d.) **Superintendent's Contract for 2021-22**: Luz Casquejo-Johnston briefed the Board regarding the work done by members of the Golden Oak and Silver Oak boards in reviewing information about contracts for other superintendents and what language was appropriate for such a contract. The proposed contract will be sent to other members of the HTOMS Board for their review, and a formal vote on the contract will occur on July 13, 2021. Until that time, Elaine Blasi will be working under the terms of her continuing contract with Silver Oak High School. The HTOMS Board agreed to endorse maintaining the Silver Oak contract with Elaine Blasi until the Board votes on a replacement contract. If the action by the HTOMS Board on July 13, 2021 is to adopt a new contract for Elaine

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Blasi as the Superintendent, that contract will supersede the Silver Oak contract for the period July 1-July 13, 2021.

e.) By-Laws- Dan White briefed the Board on work he had done comparing the Bylaws of Golden Oak and Silver Oak Schools and to propose a new set of Bylaws based upon his work. He has submitted a draft of proposed Bylaws for Hayward Twin Oak Montessori School to be voted on at a later meeting.

f.) Board Retreat 2021-22 - The date of the annual Board retreat is Saturday, August 21, 2021.

6) Items for Discussion 6:09pm

7) Adjournment 6:09pm

Approved	Motion to Approve	Seconded	In Favor –	Opposed -	Abstain -
YES	LCJ	JS	JM, BE, RM – In Favor 5		

Notices: Hayward Twin Oaks Montessori 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, Twin Oaks 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.