Hayward Twin Oaks Montessori School—Board of Director Minutes

Thursday, July 29, 2021@ 5:00 P.M. 745 Sandpiper Common, Livermore CA 94551

1) Call to Order

5:06 P.M.

- 1. The meeting was called to order by Jamila McCallum.
- a) Attendance A—Absent, AA—Apologized Absence, P—Present, T—Tardy

Twin Oaks Board Members

Casquejo-Johnston, Luz	Р	McCallum, Jamila	Ρ
Evangelista, Bernie	Р	McMahon, Rick	Р
Fletcher, Sharon	AA	Schenone, Joe	Р

- b) Reading of the Mission Statement by Luz Casquejo-Johnston.
- c) Acknowledgements:
 - Elaine Blasi acknowledged Jamila McCallum and Luz Casquejo-Johnston for their work in a meeting to plan the agenda and sort out the details of the Superintendent's Contract
 - Elaine Blasi acknowledged Rick McMahon for his continuing work with the bank.
 - Elaine Blasi acknowledged Dan White for keeping notes about the meeting.
 - Elaine Blasi acknowledged Mwanaisha Sims and Dan White for their work in planning a retreat for the Board.
 - Elaine Blasi acknowledged the work of Mwanaisha Sims in performing an audit of the various school handbooks through an anti-bias, anti-racist lens.

2. Public Comment

• There was no public comment.

3. Approval of the Agenda

Approved. Motion to Approve. Seconded. In Favor—3. Opposed 0 Abstain 0

YES JS RM LC-J, JM, BE

5:15 P.M.

5:15 P.M.

4. Consent Agenda

The Consent Agenda contained the following items:

- a) Approval of the Minutes from the Regular Meeting on July 13, 2021.
- b) Communications
 - 1. Treasurer's Report
 - 2. Superintendent's Report

Approved	Motion to Approve	Seconded	In Favor—3	Opposed 0. Abstain 0
YES	LC-J	JS	BE, JM, RM	

5. Items for Board Consideration

5:30 P.M.

- a) Approval of Independent Study Policy
 Elaine Blasi explained that the matter would be tabled to allow the school's
 attorneys to examine the proposed policy and its ramifications more thoroughly.
 Elaine Blasi explained that the school has the option of stating a policy regarding
 independent study by students, to be approved by the Board of Directors. In her
 judgment, there would be a few families at the Elementary level wanting to
 enroll their student(s) through independent study. Management advises that any
 such policy be limited to instances where a medical reason, physical or mental, is
 cited as the qualifier for independent study. Following brief discussion, the board
 agreed that the matter should be taken up at a special meeting in August called
 for this purpose.
- b) Approval of Provisional Internship Permit for two candidates for teaching positions at Hayward Twin Oaks Montessori School for 2021-22. The candidates: Anna Young—Multiple Subject—Lead teacher (1-3) Anna has completed coursework toward her credential.
 Kristina Case—Single Subject: Physical Education, P.E. teacher grades 1-8. Kristina has begun her coursework toward obtaining her credential.

This application to the state requires an affirmative vote by the Board of Directors.

APPROVED	Motion to Approve	Seconded	In favor—3	Opposed 0 Abstain 0
YES	JS	LC-J	BE, JM, RM	

c) Approval of 2021-22 Board Meeting Calendar

Elaine Blasi explained that she had followed the Board's instructions to set regular meeting dates for the fourth Thursday of each month. She noted November, December, and February meetings as exceptions due to holidays. The board also acknowledged the likelihood of a special meeting to consider the Independent Study policy and a fall retreat.

APPROVED	Motion to Approve	Seconded	In favor—3	Opposed 0 Abstain 0
YES	LC-J	BE	JM, RM, JS	

d) Revisions to Superintendent's Salary Scale

The salary scale as currently written is for 224 workdays. Both Elaine Blasi, as Superintendent, and members of the Board working on the contract propose that the number of contract days for the Superintendent's contract be set at 210 days.

APPROVED	Motion to Approve	Seconded	In favor—3	Opposed 0	Abstain 0
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YES LC-J JS BE, JM, RM,

Elaine Blasi noted that her current salary is drawn from the Principal's scale, not the Superintendent's scale by agreement between the Superintendent and the Board, recognizing financial realities for the school.

e) Approval of the Superintendent's 2021-22 Contract

APPROVED Motion to Approve Seconded In favor—3 Opposed 0 Abstain 0

YES RM LC-J BE, JM, JS

6. Item for Discussion

6:15 P.M.

The Friends of Hayward Montessori Board exist to be a fundraising arm of the Board the school. The group formed before the Hayward Twin Oaks Montessori Board officially took office on July 1, 2021. They are looking for the Board of Directors to define the scope of work for the Friends as the Friends are a subsidiary of the Board.

In discussion, Board members noted that the primary role for the Friends was always intended to be raising money through the Capital Campaign required to build the campus intended for the school and to recruit others to the Friends who are committed to the same purpose. The Friends would interact with the to-be-hired Advancement Director and to-be-hired Capital Campaign Consultant, the former to be hired by the Superintendent, the latter by the Superintendent and the Board of Directors. A member of the Board would endeavor to be present as a liaison for all meetings of the Friends to ensure smooth communication between the Board and the Friends.

The Board proposes to consult the school's attorneys for assistance in making the relationship between the Friends and the Board clear and to reach out to other non-profit organizations that have had similar arrangements for a fund-raising arm to learn from their models.

7. Adjournment

6:30 P.M.

Jamila McCallum adjourned the meeting.