

Hayward Twin Oaks Montessori School - Board of Directors Minutes

Thursday, August 12, 2021 @ 5:00PM

745 Sandpiper Common, Livermore, CA 94551

1) Call to Order

5:00pm

1. The meeting was called to order by Luz Casquejo-Johnston.

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	AA	Schenone, Joe	P

b) Reading of Mission Statement.

c) Acknowledgements:

Jamila and Elaine had acknowledgements.

2) Public Comment

5:05pm

- There was no public comment as there were no members of the public present.

3) Approval of the Agenda

5:05pm

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

4) Consent Agenda

There were no items in the Consent Agenda.

Approved	Motion to Approve	Seconded	In Favor – n/a	Opposed -	Abstain -
N/A					

5) Public Hearing to Discuss 21/22 Independent Study Policy

No members of the public were present.

6) Items for Board Consideration

5:08pm

a) Approval of 21/22 Independent Study Policy

- 1) Definition and Qualifiers: for medical health conditions as were provided by the School's attorneys.

2) Parameters:

- i. Tiered reengagement strategies: 1-3 grades- daily virtual attendance for morning meeting and daily meeting with teacher; 4-8

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- grades- daily virtual attendance for morning meeting and daily check in with a school representative; high school- weekly check ins.
 - ii. Absences under 14 days, do not require an Independent study agreement. 14 days cumulative for the whole year, does not include sick days.
 - iii. Minimum days out changed from one day to three days.
- 3) Future policy revisions: We can revise this policy if needed. We would need to host another public hearing about any changes to the policy.
 - 4) COVID implications: This is our policy, until further notice, not solely in response to the pandemic. This is in support of our students who have severe medical or mental health challenges and are not able to attend school in person.
 - 5) Testing: CASP testing has been allowed virtually. CASP testing happens in Feb/March. We will know before then if this will have a virtual option. If not, we can set up an isolated area for the Independent Study students to test on-site safely. Parents can opt-out of standardized testing.
 - 6) Physician requirements: Do we need to specify “licensed or board certified”? Our language does clearly say we still have some discretion. Elaine will go back to the attorneys to clarify.
 - 7) Concerns:
 - i. The main concerns with this plan are that the lower elementary teachers will only have their lunch time or after a full day of teaching to do the independent student work, daily check ins, and tracking.
 - ii. Elaine got permission from the teachers to read the letter at the board meeting tonight. Elaine has already responded to the faculty via email.
 - 8) Budget implications: Elaine wants to make sure that the board is prepared in case there’s a need to hire an additional staff. Elaine will wait to see who asks for Independent Study and then staff it appropriately.
 - 9) Current requests: There have been three requests to date. Two are substantiated and will fit the criteria. Elaine will be reviewing all requests.
 - 10) Assessment: How will we know if it is/not working?

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- i. Faculty will assess the student's engagement and whether or not the student is participating according to the policy.
- ii. Parent feedback
- iii. Faculty feedback

11) Agreements: Should we add something to the language or a contract for parents to sign off on when coming into the I. S. program? Elaine will get a template like this from the attorneys.

12) Alternative options:

- i. Elaine did look into outsourcing independent study companies, especially at the secondary level, there are companies that do distance learning programs. The classroom teacher still must be involved in a way in order to record the grade, one of our certificated teachers still have to sign off. We are not pursuing outsourcing because that's what the districts offer. This is the best balance to still offering a Montessori education.

Motion: Approve 21/22 Independent Study Policy

Approved	Motion to Approve	Seconded	In Favor - 5	Opposed - 0	Abstain - 0
YES	JS	JM	unanimous		

7) Items for Discussion

5:55pm

- a) Board Retreat Planning:
 - a. If you have items, send them to Dan or Mwanaisha
 - b. Date confirmed: Saturday, September 18th, 9:00-1:00, virtually
- b) Board meeting attendance:
 - a. Yanira and Jen will start attending the regular board meetings. They will also attend the retreat.

8) Adjournment

6:29pm

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YES	JS	RM	unanimous		

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.