



Hayward Twin Oaks Montessori School - Board Meeting Minutes

Monday, July 22, 2024 @ 5:00PM

951 Palisade Street, Hayward, CA 94542 (in person)

2652 Vergil Ct, Castro Valley, CA 94546 (via teleconference)

5330-A Gibbons Drive, Carmichael, CA 95608 (via teleconference)

Join Zoom Meeting <https://haywardtwin Oaks-org.zoom.us/j/84307329759>

Meeting ID: 843 0732 9759

One tap mobile +17193594580,,84307329759# US

1) Call to Order

5:09pm

a) Attendance of Twin Oaks Board Members

Casquejo Johnston, Luz	A	McCallum, Jamila	P
King, Quinn	P	McMahon, Rick	P
Lancet, Stephanie	P	Singh, Pavan	P

b) Reading of Mission Statement

Hayward Twin Oaks Montessori School is an American Montessori Society college and career preparatory program guiding a diverse community of learners for lives of achievement. We nurture, inspire, and empower lifelong learners, global citizens, and environmental stewards who shape the world they inherit.

c) Acknowledgments

- Land Acknowledgement - Jamila read the HTOMS Land Acknowledgement.
- General

2) Public Comment

5:13pm

The public may address the Board regarding any item within the Board’s jurisdiction whether or not that item appears on the agenda. Comments are limited to 3 minutes (6 minutes if translation is needed). The Board is not allowed to address the public on these items at this time.

- a) No comments were entered.

3) Approval of the Strategic Planning Agenda

5:13pm

N.B. This is a key to the areas we will have in the items for board consideration and items open for discussion.

Goals:

- a) Facility: Permanent Campus
- b) Marketing: Enrollment and Community Outreach
- c) Human Resources: Benefits, Salaries, PD, and Additional Staffing
- d) Programs: STEAM, Classroom Resources, Athletic Programs, Interdisciplinary Classes, and ELA/Math

Motion to approve the Strategic Planning Agenda -

Moved: Pavan	Seconded: Rick	Yay: 5	Nay: 0	Abstain: 0	Absent: 1
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4) Approval of Consent Agenda

5:14pm

Items listed under the consent agenda are considered routine and will be approved/adopted by a single motion. It is expected that board members have reviewed these agenda items prior to the meeting. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon request of any member of the board and acted upon separately.

- a) Approval of Minutes of Board Meeting on 6/27/24
 - This agenda item was moved to “Items for Board Consideration”
- b) Principals’ Reports
 - This agenda item was moved to “Items for Board Consideration”
- c) Superintendent’s Report
- d) Treasurer’s Report

Motion to approve Superintendent’s Report and Treasurer’s Report in the Consent Agenda -

Moved: Stephanie	Seconded: Rick	Yay: 5	Nay: 0	Abstain: 0	Absent: 1
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Strategic Planning Agenda

5) Items for Board Consideration

5:16pm

- a) Approval of Principals’ Reports
 - Clarification on enrollment data, particularly over-enrollment given historical trends
 - Acknowledgement of staff vacancies

Motion to approve Principals’ Reports -

Moved: Rick	Seconded: Pavan	Yay: 5	Nay: 0	Abstain: 0	Absent: 1
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- b) Approval of Minutes of Board Meeting on 6/27/24
 - Sharing and collective review of meeting minutes

Motion to approve Minutes of Board Meeting on 6/27/24

Moved: Pavan	Seconded: Rick	Yay: 5	Nay: 0	Abstain: 0	Absent: 1
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- c) Approval of “Independent Study Policy”
 - Review of newly updated policy: Cap has been raised by the state by an additional day to 16, so HTOMs policy has been raised by an additional day to 15
 - Everything else remains the same
 - Files are reviewed on an annual basis

Motion to approve Independent Study Policy -

Moved: Rick	Seconded: Pavan	Yay: 5	Nay: 0	Abstain: 0	Absent: 1
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d) Approval of "Title IX Policy"

- Discussion of language (provided by federal policy) and HTOM-specific content (e.g., coordinators contact)

Motion to approve Title IX Policy -

Moved: Stephanie	Seconded: Quinn	Yay: 5	Nay: 0	Abstain: 0	Absent: 1
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e) Approval of CTC Waivers & Permits

- Discussion of Justin's and Reine's waivers
- Discussion of Anna and Ken's permits
- Discussion of Meiqi permit

Motion to approve CTC Waivers & Permits -

Moved: Rick	Seconded: Pavan	Yay: 5	Nay: 0	Abstain: 0	Absent: 1
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6) Items for Discussion

6:00pm

a) Board Retreat

- Reminder of date/time and confirmation of attendees
- The agenda will prioritize the strategic plan, fundraising plan, and annual board evaluation
- Ideas for the agenda include performance indicators for budget/financial health, access to grant opportunities

b) 24/25 Budget: Fundraising

- Fundraising Committee to be discussed and planned - would need to have 3 or less, so as not to have a quorum; not everyone would have to be a board member but could include members of the community and experts
- Jamila to draft Committee plan to circulate to school leadership ahead of board retreat

7) Adjournment

6:32pm

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Certification of Posting: I, Elaine Blasi, Superintendent, hereby certify that this agenda was posted on the website <http://www.haywardtwin Oaks.org/> in accordance with the advance notice requirements of the Brown Act.