



Governing Board Meeting Minutes  
Wednesday, May 28, 2025 @ 3:30pm  
Conference Room and Virtual Option via Google Meets

## A. Opening Session

- Call to Order, Confirmation of Quorum and Proper Notice - The board meeting was called to order at 3:31 PM by Board Chair Thomas Chaffee. Quorum and proper notice were confirmed.
- Approval of Meeting Minutes - March 12, 2025

**Motion:** Board Chair Thomas Chaffee moved to approve the meeting minutes from March 12, 2025.

**Action:** The motion was approved by Dan Kennedy and seconded by Aylette Figueredo. The motion passed unanimously.

- ## B. Public Comments
- Geri Chaffee stated she attended both the kindergarten and fifth-grade graduation ceremonies and shared that the events were wonderful. She praised the administrative team for doing a great job with the events and programs.

## C. Reports

1. Head of School – Dr. Cathy Rodriguez Head of School report was provided to the board in advance.
  - i. **New Hires & Out-of-Field (OOF) Teachers 2025–2026:**
    1. Dr. Rodriguez presented an updated list of out-of-field teachers from the packet provided to the Board for approval.
  - ii. **Mental Health Allocation Plan & Expenditures (2025–2026):**
    1. Presented for review and approval.
  - iii. **Comprehensive Evidence-Based Reading Plan (2025–2026):**
    1. Presented for review and approval.
  - iv. **School Improvement Plan (SIP), Comprehensive Needs Assessment Report & Plan / Title I:**
    1. Presented for review and approval.
  - v. **Preliminary Budget 2025–2026:**
    1. Presented for review and approval.

## D. New business - Consent Agenda Board vote

- a. New Hires & Out-of-Field Teachers (2025–2026)
- b. Parent-Home Liaison – School Counselor Marta Sanchez
- c. Mental Health Allocation Plan & Expenditures (2025–2026)



- d. Comprehensive Evidence-Based Reading Plan (2025–2026)
- e. School Improvement Plan (2025–2026)
- f. Quarterly Board Meeting Dates (2025–2026)
- g. Financial Monthly Reports & Preliminary Budget (2025–2026)
- h. Annual Audit – VDT (Verdeja De Trujillo – Certified Public Accountants and Advisers)

**Motion:** Board Chair Thomas Chaffee moved to approve the consent agenda as presented.

**Action:** The motion was seconded by Aylette Figueredo. The motion passed unanimously.

### E. Board Discussions/Actions

- Dan Kennedy expressed pride in the work of Dr. Rodriguez and asked if she was happy and whether she had received a raise. Dr. Rodriguez shared her appreciation and confirmed she was happy and looking forward to the next school year.
- Aylette Figueredo acknowledged the outstanding work of the administration and offered additional praise.
- Dr. Rodriguez discussed new hires who are relatives of hers and Erica Rivera.

**Motion:** Board Chair Thomas Chaffee moved that, moving forward, any qualified family members of the Head of School, Dr. Rodriguez, and the Director, Erica Rivera, may be hired by the school, provided they do not report directly to their family member.

**Action:** The motion was approved by Dan Kennedy and seconded by Aylette Figueredo. The motion passed unanimously.

### F. Board Comments - None

### G. Adjournment

- Motion: Board Chair Thomas Chaffee moved to adjourn the meeting.
- Action: The motion was approved by Dan Kennedy and seconded by Aylette Figueredo. The motion passed unanimously.
- Meeting adjourned at 4:22 PM.