

**Community Collaborative Virtual School
Regular Meeting of the Board of Directors
Minutes**

**Monday, August 19, 2019
Regular Meeting Begins at 9:15 a.m.**



**Agenda – Phone-In Meeting
Call In Number: 563-999-2090 Access Code: 576958**

1. CALL TO ORDER AND ROLL CALL

Time 9:31 a.m.

1.1. Roll Call

William Hall	President - <i>Present</i>
Michael Humphrey	Vice President - <i>Present</i>
Susan Houle	Clerk - <i>Present</i>
Steve Fraire	Member - <i>Present</i>
David Franklin	Member - <i>Present</i>

2. APPROVE/ADOPT AGENDA

Action

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board Meeting of August 19, 2019.

Motion by William Hall, President to amend the agenda and remove:

Item 9.2 Comprehensive Support and Improvement Plan (CSI) – California Pacific Charter School.

Item 10.5. Approval of Goalbook Toolkit Proposal – Excel

Item 10.6. Approval of Imagine Learning Math Site License – Excel

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin	X			

Motion carried unanimously, 5-0.

3. PUBLIC COMMENT – CLOSED SESSION

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board’s jurisdiction under section 8.0 Public Comments at Board Meetings.

4. ADJOURN TO CLOSED SESSION

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 5.0.

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin	X			

Motion carried unanimously, 5-0.

5. CLOSED SESSION

Time: 9:34 a.m.

Conference with Legal Counsel - Anticipated Litigation – Significant Exposure to Litigation

There is significant exposure to litigation against the Agency pursuant to Government Code Section 54956.9(d)(2). Number of Potential Cases: 3

6. RECONVENE REGULAR MEETING

Time: 10:09 a.m.

No action was taken during closed session.

7. PLEDGE OF ALLEGIANCE

Led by: William Hall

8. PUBLIC COMMENTS/RECOGNITION/REPORTS

Please submit a Request to Speak to the Board of Directors card located on the exhibit table for any agenda item or non-agenda item to the Executive Director, prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written copy and an administrator will provide answers at a later date.

9. CORRESPONDENCE/PROPOSALS/REPORTS

Discussion

- 9.1. Program Update
- 9.2. Comprehensive Support and Improvement Plan (CSI) – California Pacific Charter School

Removed Item 9.2.

Action

Enclosure

10. CONSENT CALENDAR

Items listed under Consent Calendar are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

Approval of Consent Calendar

- 10.1. Minutes of the Regular Board Meeting that was held on July 11, 2019

Consent Calendar – Business/Financial Services

- 10.2. Approval of Special Education Vendor Contract for Vendor Services 2019-2020
- 10.3. Approval of TheraPlatform Video Conferencing Subscription for 2019-2020
- 10.4. Approval of Zoom Agreement 2019-2020
- 10.5. Approval of Goalbook Toolkit Proposal – Excel
- 10.6. Approval of Imagine Learning Math Site License – Excel
- 10.7. Approval of Additional Office Space – Sage Oak

Consent Calendar – Education/Student Services

- 10.8. Approval of English Learner Master Plan - Community Collaborative Virtual - Sage Oak Charter School 2019-2020
- 10.9. Approval of English Learner Master Plan – Community Collaborative Virtual - Keppel Partnership Academy 2019-2020
- 10.10. Approval of English Learner Master Plan – Sage Oak Charter School - South 2019-2020
- 10.11. Approval of Special Education Local Plan Area - Assurance Statement
- 10.12. Approval of Special Education Local Plan Area - Agreement for Participation

Consent Calendar – Personnel Services

- 10.13. Approval of Certificated Personnel Report
- 10.14. Approval of Classified Personnel Report
- 10.15. Job Descriptions
- 10.16. Salary Schedule - Collaborative Management

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin	X			

*Motion carried unanimously, 5-0.
Removed Items 10.5 and 10.6.*

Action
Enclosure

11. PERSONNEL SERVICES

11.1. Approval of Increased Work Year Options for Certificated Special Education Staff

It is recommended the Board approve the increased work year options and revision to the salary schedule for certificated Special Education staff as presented.

Moved by SHoule Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin	X			

Motion carried unanimously, 5-0.

Action
Enclosure

12. BUSINESS/FINANCIAL SERVICES

12.1. Approval of the Special Education Apportionment Overpayment 2018-2019

It is recommended the Board approve the Special Education Apportionment Overpayment 2018-2019.

Moved by DFranklin Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			

Susan Houle	X
Steve Fraire	X
David Franklin	X

Motion carried unanimously, 5-0.

13. POLICY DEVELOPMENT

13.1. Approval of the Special Education Policy Manual 2019-2020

Action	It is recommended the Board approve the Special Education Policy Manual
Enclosure	2019-2020.

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

13.2. Approval of the 2019-2020 CalPac Student/Parent Handbook (Online)

Action	It is recommended the Board approve the 2019-2020 Student/Parent Handbook
Enclosure	(Online).

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

13.3. Approval of the 2019-2020 CalPac Adequate Progress Policy

Action	It is recommended the Board approve the 2019-2020 CalPac Adequate
Enclosure	Progress Policy.

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

Action
Enclosure

13.4. Approval of the 2019-2020 CalPac Acknowledgement of Responsibilities

It is recommended the Board approve the 2019-2020 CalPac Acknowledgement of Responsibilities.

Moved by MHumphrey Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

Action
Enclosure

13.5. Approval of the 2019-2020 CalPac Attendance Policy

It is recommended the Board approve the 2019-2020 CalPac Attendance Policy.

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

Action
Enclosure

13.6. Approval of the 2019-2020 Sage Oak Charter Schools Parent and

Student Handbook

It is recommended the Board approve the 2019-2020 Sage Oak Charter Schools Parent and Student Handbook.

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

Action
Enclosure

13.7. Approval of the 2019-2020 Sage Oak Charter Schools Acknowledgement of Responsibilities

It is recommended the Board approve the 2019-2020 Sage Oak Charter Schools Acknowledgement of Responsibilities.

Moved by SHoule Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

Action
Enclosure

13.8. Approval of the 2019-2020 Sage Oak Charter Schools Remote Work Guidelines for Non-Exempt Employees

It is recommended the Board approve the 2019-2020 Sage Oak Charter Schools Remote Work Guidelines for Non-Exempt Employees.

Moved by MHumphrey Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			

Susan Houle	X	
Steve Fraire	X	
David Franklin		X

Motion carried unanimously, 4-0.

Action
Enclosure

13.9. Approval of the 2019-2020 Sage Oak Charter Schools Technology Check Out Form

It is recommended the Board approve the 2019-2020 Sage Oak Charter Schools Technology Check Out Form.

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

Action
Enclosure

13.10. Approval of the MOU Between Warner Unified School District and California Pacific Charter School

It is recommended the Board approve the Memorandum of Understanding (MOU) between Warner Unified School District and Community Collaborative Virtual School operating the California Pacific Charter School.

Moved by SHoule Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

13.11. Approval of the MOU Between Warner Unified School District and Sage Oak Charter School - South

It is recommended the Board approve the Memorandum of Understanding (MOU) between Warner Unified School District and Community Collaborative Virtual School operating the Sage Oak Charter School - South.

Moved by S Houle Seconded by S Fraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

13.12. Approval of Sage Oak Charter Schools’ Policies

It is recommended the Board approve the proposed policies. These policies will replace the current policies and will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

Action
Enclosure

Sage Oak Charter Schools Education Services Policies

- Educational Activity Policy
- Field Trip Policy
- Progress Improvement Notification – First Notification
- Progress Improvement Notification – Second Notification
- Attendance, Support, and Involuntary Removal Policy
- Comprehensive Sexual Health Education Policy
- Education for Foster Youth Policy
- Education for Homeless Children Policy
- Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy

Sage Oak Charter Schools Operations Policies

- Transgender and Gender Nonconforming Student Nondiscrimination Policy
- Immunization Policy
- Student Freedom of Speech and Expression Policy
- Comprehensive Self Harm and Suicide Prevention
- Educational Records and Student Information

Sage Oak Charter Schools Special Education Policies

- Special Education Pin Process for Missed Services

- Special Education Assessment Request Policy
- Special Education Certificate of Completion Policy
- Special Education Independent Educational Evaluations

Sage Oak Charter Schools Student Services Policies

- Independent Study Policy
- Acceptable Use Policy

Sage Oak Charter School Assessment & Accountability Policies

- TK - 8th Grade Report Card Policy
- Local Assessment Policy
- Parent/Guardian Proctor Policy
- Virtual Proctoring Policy

Sage Oak Charter School Secondary Education Policies

- Transcripts from Non-Accredited Schools Policy
- Mathematics Placement Policy
- Academic Integrity Policy

Moved by SHoule Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

14. CALENDAR

The next scheduled meeting will be virtual on September 12, 2019.

15. BOARD COMMENTS

The Board thanked Lisa Thompson on presenting the Sage Oak Policies. If there is ever a hiccup, it is the policies that we go back to. Thank you for the tremendous work and details that went into this work. This really cements our student’s success. Thank you.

16. CEO COMMENTS

The CEO commended Lisa for the shout outs from the Board Members. For Krista, it is

nice to have a deep bench to count on. Super job! Thank you all for your work.

Action

17. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 10:32 a.m.


Moved by S Houle Seconded by S Fraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			
David Franklin				X

Motion carried unanimously, 4-0.

Signed:

Signed:

DocuSigned by:

 Kurt Madden
643F616E19C7445...
 Secretary, Governing Board

DocuSigned by:

 Susan Houle
BA9E8753A772484...
 Clerk, Governing Board

In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the School at 100 East San Marcos Blvd., Suite 350, San Marcos, California, or at the scheduled meeting. Board Agenda back-up materials may also be requested by calling the School at 760-494-9646. In addition, if you would like a copy of any record related to an item on the agenda, please contact the office.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meeting of the District's governing board, please contact the School at 760-494-9646. Notification 72 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the School shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.