

SAGE OAK CHARTER SCHOOLS
Regular Meeting of the Board of Directors

Minutes

Thursday, January 14, 2021
Regular Meeting Begins at 12:30 p.m.



1185 Calle Dulce, Chula Vista, CA 91910
39251 Camino Las Hoyas, Indio, CA 92203
16222 Quail Rock Road, Ramona, CA 92065
1160 Cuyamaca Avenue, Chula Vista, CA 91911
25 Kingston Court E., Coronado CA 92118

Sage Oak Charter Schools
1473 Ford St., #105, Redlands, CA 92373

Zoom Meeting Information

Dial In: 1-669-900-9128

Meeting ID: 930 6279 4681

Join URL: <https://zoom.us/j/93062794681>

1. CALL TO ORDER AND ROLL CALL

Time: 1:30 p.m.

1.1. Roll Call

William Hall	President - <i>Present</i>
Michael Humphrey	Vice President - <i>Absent</i>
Steve Fraire	Clerk - <i>Present</i>
Susan Houle	Member - <i>Present</i>
Peter Matz	Member - <i>Present</i>

2. APPROVE/ADOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board Meeting of January 14, 2021.

A motion was made by Kurt Madden, CEO to amend the agenda and pull item 13.1 Approval of New Board Policies 1000 Series - Community Relations, and reorder the agenda due to time.

Moved by SHoule Seconded by PMatz

<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			
Peter Matz	X			

Motion carried unanimously, 4-0.

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

Time: 1:31 p.m.

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

Moved by PMatz 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			
Peter Matz	X			

Motion carried unanimously, 4-0.

5. CLOSED SESSION

Conference with Legal Counsel regarding Potential Litigation: 2 matters

There is significant exposure to litigation against the Agency pursuant to Government Code Section 54956.9(d)(2)

Public Employee Performance Evaluation Pursuant to Government Code 54957
a. CEO Evaluation

6. RECONVENE REGULAR MEETING

Time: 1:38 p.m.

William Hall, President reported out “no action was taken during the 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 using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. 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 statement and an administrator will provide answers at a later date.

9. CORRESPONDENCE/PROPOSALS/REPORTS

- 9.1. School Highlights - Presented by Krista Woodgrift, Executive Director and *Erin Bunch*
- 9.2. DMS Monthly Update (DMU) through November 30, 2020, Presented by Debbie Howard
- 9.3. DMS Mid-Year Check-in Evaluation - December 2020, *presented by Joanne Fountain, CEO*
- 9.4. Charter Services Organization Mid-Year Update, Presented by Dr. David Franklin, *CEO*
- 9.5. CEO SMART Goals Mid-Year Update, *Presented by Kurt Madden, CEO*

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.

Consent Calendar - Board Meeting Minutes

- 10.1. Minutes of the Regular Board Meeting that was held on December 3, 2020
- 10.2. Minutes of the Special Board Meeting that was held on December 18, 2020

Consent Calendar - Business/Financial Services

- 10.3. Check Register - December 2020

Consent Calendar - Education/Student Services

- 10.4. Approval of 2021-2022 School Year Calendar - Track B

Consent Calendar - Personnel Services

- 10.5. Approval of Certificated Personnel Report
- 10.6. Approval of Classified Personnel Report
- 10.7. Approval of Employee Handbook Revisions, effective January 1, 2021
- 10.8. Approval of IRS Mileage Reimbursement Rate Change
- 10.9. Approval of Job Descriptions

Consent Calendar - Policy Development

10.10. Approval of existing board policies reviewed and revised by staff for the 2020-2021 school year.

Board Policies: Revised

4115-SO Family and Medical Leave Act Policy

Moved by SFraire

Seconded by PMatz

<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			
Peter Matz	X			

Motion carried unanimously, 4-0.

11. BUSINESS/FINANCIAL SERVICES

11.1. (Action) Approval of Business Services Implementation Plan

It is recommended the Board approve the Business Services Implementation Plan for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact:

Sage Oak Cost: \$627,449 for 2021-22 which is an approximate cost savings of \$261,482 from the previous plan.

Sage Oak South Cost: \$102,864 for 2021-22 which is an approximate cost savings of \$42,868 from the previous plan.

Sage Oak Keppel Cost: \$59,129 for 2021-22 which is an approximate cost savings of \$24,641 from the previous plan.

Moved by SHoule

Seconded by PMatz

<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			
Peter Matz	X			

Motion carried unanimously, 4-0.

12. PERSONNEL SERVICES

12.1. (Action) Approval of Revision to Employee Lease Agreement - Attachment A (Job Description - Chief Executive Officer)

It is recommended the Board approve the revisions to the job description for Chief Executive Officer included as Attachment A in the Employee Lease Agreement.

Corrie Amador, HR Director noted that the version of the document being presented is: "Copy of fin redline CEO 2021-01-04 rev 1-12-20"

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			
Peter Matz	X			

Motion carried unanimously, 4-0.

13. POLICY DEVELOPMENT

13.1. (Action) Approval of New Board 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.

1000 Series - Community Relations
1035-SO Access to Public Records Policy

Item 13.1 was pulled. No action taken.

14. CALENDAR

The next scheduled meeting will be held virtually on February 11, 2021.

15. BOARD COMMENTS

The Board said it was really great to see the excellent presentations, and to hear that Sage Oak is fiscally stable. Also, they are happy to see there is a watercooler hangout for staff. They said they like the counseling connection newsletter, activities for different grade levels, and said Krista is moving in the right direction on the Legislative piece, a job well done! Sage Oak is doing things to address the isolation during Covid. They are continually pleased with the dynamic nature of Sage Oak School and look forward to participating in WASC in February. Thank you.

16. CEO COMMENTS

The CEO echoes the Board's comments. He said that Sage Oak is a fine tuned machine and we see this in their presentations and the work they do. He is super excited about the new launch of the business services plan. He wanted to mention that Tim O'Brien did a great job on navigating and taking on a leadership role on this project. This was a very collaborative effort, all the schools and the CSO weighed in on this and we had great dialog regarding Sage Intact. He also wanted to reference the support slide that showed the other agencies, and point out that the CSO will be an integral part of this. The vision and plan is to bring on a Director of fiscal services to support all schools and serve as a mentor for Tim. Super job today. Thank you.

17. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 2:30 p.m.

Moved by PMatz

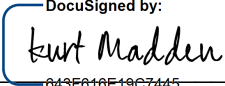
Seconded by SHoule

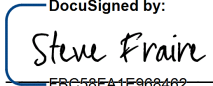
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey				X
Susan Houle	X			
Steve Fraire	X			
Peter Matz	X			

Motion carried unanimously, 4-0.

Signed:

Signed:

DocuSigned by:

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 Kurt Madden
 Secretary, Governing Board

DocuSigned by:

FBC58FA1E908462...
 Steve Fraire
 Clerk, Governing Board