

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

Minutes

**Thursday, June 11, 2020
Regular Meeting Begins at 8:30 a.m.**



Community
Collaborative
VIRTUAL SCHOOL

1185 Calle Dulce, Chula Vista, CA 91910 619-417-7730
39251 Camino Las Hoyas, Indio, CA 92203 619-733-8615
16222 Quail Rock Road, Ramona, CA 92065 760-300-5966
1160 Cuyamaca Avenue, Chula Vista, CA 91911 619-933-6176

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

Zoom Meeting Information

Dial In: 1-669-900-9128

Meeting ID: 929 4299 9641

Join URL: <https://zoom.us/j/92942999641>

1. CALL TO ORDER AND ROLL CALL

Time 8:31 a.m.

1.1. Roll Call

| | |
|------------------|--------------------------|
| William Hall | President - Present |
| Michael Humphrey | Vice President - Present |
| Susan Houle | Clerk - Present |
| Steve Fraire | Member - Present |

2. APPROVE/ADOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board Meeting of June 11, 2020.

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 | | | |

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: 8:33 a.m.

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

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 | | | |

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)

6. RECONVENE REGULAR MEETING

Time: 9:04 a.m.

William Hall, President reported out "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

9.1 School Highlights

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 May 14, 2020

10.2. 2020-2021 Board Meeting Calendar

Consent Calendar - Business/Financial Services

10.3. Check Register - Community Collaborative Virtual School

10.4. Approval of Surplus of Devices - Sage Oak Charter Schools
(Warner) #2051, (Helendale) #1885 and (Keppel) #1886

10.5. Approval of Vendor Risk Management Process - Sage Oak Charter Schools
(Warner) #2051, (Helendale) #1885 and (Keppel) #1886

Consent Calendar - Education/Student Services

10.6. Approval of Hold Harmless Grading Policy - California Pacific
Charter School-San Diego (Warner) #1758

Consent Calendar - Personnel Services

10.7. Approval of Certificated Personnel Report

10.8. Approval of Classified Personnel Report

10.9. Approval of Procedure for Approving Service Credit Special Education
Teachers and Specialized Academic Instruction Online Teachers - Sage Oak
Charter Schools (Warner) #2051, (Helendale) #1885 and (Keppel) #1886

10.10. Approval of Procedure for Approving Service Credit Teachers, Education
Advisors, and Content Subject Teachers - Sage Oak Charter Schools
(Warner) #2051, (Helendale) #1885 and (Keppel) #1886

10.11. Approval of Mileage Reimbursement Rate

10.12. Approval of Job Descriptions

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 | | | |

Motion carried unanimously, 4-0.

11. BUSINESS/FINANCIAL SERVICES

11.1. Approval of 2020-2021 Renewal of Property and Casualty Insurance Policies by Rancho Mesa Insurance Services

It is recommended the Board approve the renewal rates for all Property and Casualty policies for the 2020-2021 school year by Rancho Mesa Insurance Services including: Liability, Directors and Officers, Workers' Compensation, Cyber Security, and Student Accident.

Fiscal Impact:

| | |
|--|--------------|
| Sage Oak Charter School-South (Warner) #2051 | \$25,586.08 |
| Sage Oak Charter (Helendale) #1885 | \$177,046.56 |
| Sage Oak Charter School (Keppel) #1886 | \$25,814.53 |

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 | | | |

Motion carried unanimously, 4-0.

12. PERSONNEL SERVICES

12.1. Approval of Joint Employment Agreement for Kurt Madden, Chief Executive Officer, July 1, 2020 through June 30, 2022

It is recommended the Board approve the Joint Employment Agreement for Kurt Madden, Chief Executive Officer as presented for a two-year term beginning July 1, 2020 through June 30, 2022.

Fiscal Impact:

| | |
|--|--------------|
| Sage Oak Charter School (Helendale) #1885 | \$123,726.10 |
| Sage Oak Charter School-South (Warner) #2051 | \$17,880.42 |
| Sage Oak Charter School (Keppel) #1886 | \$18,040.06 |

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 | | | |

Motion carried unanimously, 4-0.

13. POLICY DEVELOPMENT

13.1. Approval of Corporation Name Change

It is recommended the Board approve the corporation formation documents to amend the corporation name.

- Resolution
- Restated Articles of Incorporation
- Corporate Bylaws
- Conflict of Interest Code

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 | | | |

Motion carried unanimously, 4-0.

14. PUBLIC HEARING

14.1. Proposed Budget 2020-2021

It is recommended the Board enter into a public hearing regarding the Proposed Budget for the 2020-2021 school year. During the hearing there will be a presentation on the Proposed Budget for the 2020-2021 school year.

(Debbie Howard, DMS presented the budget to the Board of Directors)

Hearing Open: 9:32 a.m. Hearing Closed: 9:40 a.m.

15. CALENDAR

The next scheduled meeting will be held virtually on June 18, 2020.

16. BOARD COMMENTS

The Board thanked Karl for the budget information and detailed presentation. They said they are glad we have a surplus and doing financially well. They also like the name change, and think the rebranding is a good thing. They complimented Krista on the wonderful presentation, and said “they know we are in good hands” since we will have Kurt around a little longer. Thank you everyone, we are proud to be associated with Sage Oak.

17. CEO COMMENTS

The CEO said this is very enjoyable work and he echo’s the Board Members comments. There have been setbacks with COVID-19 but we still continue to do well. The virtual graduation was good, he thanked Sage Oak for all their hard work. Lets’ set attainable goals in the 2020-21 school year. Thank you.

18. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 9:42 a.m.

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 | | | |

Motion carried unanimously, 4-0.

Signed:

Signed:

Kurt Madden
Secretary, Governing Board

Susan Houle
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.