

**SAGE OAK CHARTER SCHOOLS**  
**Regular Meeting of the Board of Directors**

**Minutes**

**Thursday, December 3, 2020**  
**Regular Meeting Begins at 11:00 a.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: 973 0346 0478**

**Join URL: <https://zoom.us/j/97303460478>**

**1. CALL TO ORDER AND ROLL CALL**

Time 11:02 a.m.

**1.1. Roll Call**

William Hall	President - <i>Absent</i>
Michael Humphrey	Vice President - <i>Present</i>
Steve Fraire	Clerk - <i>Present</i>
Susan Houle	Member - <i>Absent for Roll Call</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 December 3, 2020.

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, 3-0.*

### **3. ORGANIZATIONAL STRUCTURE OF THE BOARD**

#### **3.1. (Action) Oath of Office**

It is recommended that Peter Matz, Board Member, be presented with the Oath of Office.

*Kurt Madden, CEO presented the Oath of Office to Peter Matz. He raised his right and repeated the Oath of Office, and fully agreed.*

Moved by SFraire      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			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 4-0.*

*Susan Houle joined the meeting at 11:07 a.m.*

### **4. 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.

### **5. ADJOURN TO CLOSED SESSION**

Time: 11:08 a.m.

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
Steve Fraire	X
Susan Houle	X
Peter Matz	X

*Motion carried unanimously, 4-0.*

**6. 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)

**7. RECONVENE REGULAR MEETING**

Time: 11:38 p.m.

*Mike Humphrey, Vice President reported out "no action was taken during the closed session."*

**8. PLEDGE OF ALLEGIANCE**

Led by: Mike Humphrey

**9. 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.

**10. CORRESPONDENCE/PROPOSALS/REPORTS**

**10.1.** School Highlights - Presented by Krista Woodgrift, Executive Director

**11. 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**

**11.1.** Minutes of the Regular Board Meeting that was held on November 12, 2020

**Consent Calendar - Business/Financial Services**

**11.2.** Check Register - November 2020

**Consent Calendar - Personnel Services**

- 11.3. Approval of Certificated Personnel Report  
 11.4. Approval of Classified Personnel Report  
 11.5. Approval of Employee Handbook Revisions, effective January 1, 2021

**Consent Calendar - Policy Development**

- 11.6. Approval of existing board policies reviewed and revised by staff for the 2020-21 school year.

**Board Policies: Revised**

4165-SO Employee Driving Policy

Moved by <u>PMatz</u>	Seconded by <u>SHoule</u>			
<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. BUSINESS/FINANCIAL SERVICES****12.1. (Action) Approval of First Interim Financial Report and LCFF Budget Overview for Parents**

It is recommended the Board approve the First Interim Financial Reports for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051) for the 2020-21 school year.

**12.1a. 2020-21 First Interim Budget**

*Presented by Debbie Howard, Delta Managed Solutions (DMS) and Tim O'Brien, Sage Oak Charter Schools*

**12.1b. 2020-21 LCFF Budget Overview for Parents**

*Presented by Debbie Howard, Delta Managed Solutions (DMS)*

Moved by <u>PMatz</u>	Seconded by <u>SFraire</u>			
<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. PERSONNEL SERVICES****13.1. (Action) Approval of Participation in California School and Employee Fund for Unemployment Insurance Benefit**

It is recommended the Board approve two Resolutions presented to participate in the California School Employees Fund (SEF), and the State Disability Insurance Fund (SDI).

**13.1a.** Participation in State Disability Insurance (SDI)

**13.1b.** Participation in the California School Employees Fund (SEF) for Unemployment Insurance Benefits

Moved by SFraire

Seconded by SHoule

Roll Call Vote:

Ayes   Nays   Abstained   Absent

William Hall

X

Michael Humphrey

X

Susan Houle

X

Steve Fraire

X

Peter Matz

X

*Motion carried unanimously, 4-0.*

**14. CALENDAR**

The next scheduled meeting will be held virtually on January 14, 2021.

**15. BOARD COMMENTS**

The Board said Sage Oak is an amazing school and thanked Tim and DMS for their presentations. They said Krista has built a phenomenon team and it is great to hear that Sage Oak is fiscally stable, and children are learning. The Board members welcomed Pete, but expressed their concern about the appointment process for the addition of a Board Member, saying it was an awkward experience for him, and thought it was harder on the members who had to deliberate. We have to do a better job on the interview process next time. Pete said it's an honor to be on the Board and he is going to work hard to get up to speed. Thank you everyone, happy holidays and continue to be safe.

**16. CEO COMMENTS**

The CEO gave a shout out to all the Sage Oak team for their hard work with the First Interim Budget. He thanked Tim for the kick off and said he did really well today. The CEO said he will be reviewing the Bylaws for the selection and appointment of Board members to make some minor revisions. Great job everyone! Happy Holidays.

**17. ADJOURNMENT**

The Regular meeting of the Board of Directors adjourned at 12:32 p.m.

Moved by SFraire

Seconded by SHoule

Roll Call Vote:

Ayes   Nays   Abstained   Absent

William Hall

X

Michael Humphrey

X

Susan Houle

X

Steve Fraire

X

Peter Matz

X

***Motion carried unanimously, 4-0.***

Signed:

Signed:

DocuSigned by:

*Kurt Madden*

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Kurt Madden

Secretary, Governing Board

DocuSigned by:

*Steve Fraire*

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Steve Fraire

Clerk, Governing Board