

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

**Minutes**

**Thursday, May 13, 2021**  
**Closed Session Begins at 10:30 a.m.**  
**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: 987 4886 2861**

**Join URL: <https://zoom.us/j/98748862861>**

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

Time: 10:37 a.m.

**1.1. Roll Call**

William Hall	President - <i>Present</i>
Michael Humphrey	Vice President - <i>Present</i>
Steve Fraire	Clerk - <i>Absent for Roll Call</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 May 13, 2021.

*A motion was made by Kurt Madden, CEO to amend the agenda and add section Education/Student Services, Item 12.1. (Action) Approval of 2021 Expanded Learning Opportunities (ELO) Grant Plan. The current section 12. Policy Development, (Action) Item 12.1 will change to 13.1 Approval of New Board Policies.*

Moved by PMatz                      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.*

### 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: 10:39 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 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.*

### 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: 11:01 a.m.

*William Hall, Board 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. Year End Recap and School Highlights, Presented by Krista Woodgrift, Executive Director
- 9.2. Letter Re: Sage Oak Charter School Six-Year Accreditation through 6/27/2027, Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC), Presented by Kurt Madden, CEO
- 9.3. Letter Re: Sage Oak Charter School-Keppel Six-Year Accreditation through 6/27/2027, Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC), Presented by Kurt Madden, CEO
- 9.4. DMS Monthly Update (DMU) - March 2021, Presented by Karl Yoder
- 9.5. The Collaborative Charter Services Organization (CSO) Update, Presented by David Franklin, CEO
- 9.6. 2020-2021 CEO Evaluation - First Reading, Presented by Kurt Madden, CEO
- 9.7. 2020-2021 Board Evaluation - First Reading, Presented by Kurt Madden, CEO
- 9.8. 2021-2022 Board Meeting Calendar - First Reading, Presented by Kurt Madden, CEO

*Steve Fraire joined the meeting during Item 9.4.*

**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 April 15, 2021

**Consent Calendar - Business/Financial Services**

- 10.2. Check Register - April 2021

**Consent Calendar - Education/Student Services**

**10.3.** Approval of Face Covering Exemption Request Process

**Consent Calendar - Personnel Services**

**10.4.** Approval of Certificated Personnel Report

**10.5.** Approval of Classified Personnel Report

**10.6.** Approval of 2021-2022 Employee Work Year Calendar

**10.7.** Approval of 2021-2022 SPED Employee Work Year Calendar

**10.8.** Approval of 2021-2022 Employment Offer Templates

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			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

***Motion carried unanimously, 5-0.***

**11. BUSINESS/FINANCIAL SERVICES**

**11.1. (Action) Approval of 2021- 2022 Online Purchasing System (OPS) Service Agreement**

It is recommended the Board approve the 2021- 2022 OPS Service Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: Sage Oak Charter Schools - Helendale (#1885)	\$32,773.10
Sage Oak Charter Schools - Keppel (#1886)	\$41,234.47
Sage Oak Charter Schools - Warner (#2051)	\$5,372.84

Moved by PMatz

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			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

***Motion carried unanimously, 5-0.***

**11.2. (Action) Approval of School Pathways Canvas Integration Statement of Work Quote**

It is recommended the Board approve the School Pathways Canvas Integration Statement of Work Quote for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051) for the 2021-2022 school year.

Fiscal Impact: Sage Oak Charter Schools - Helendale (#1885)	\$35,746.13
Sage Oak Charter Schools - Keppel (#1886)	\$3,368.63
Sage Oak Charter Schools - Warner (#2051)	\$5,860.24

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			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 5-0.*

**11.3. (Action) Approval of Administrative Support Services Agreement with The Collaborative Charter Services Organization (CSO) for July 1, 2021 - June 30, 2022**

It is recommended the Board approve the Administrative Support Services Agreement with The Collaborative Charter Services Organization (CSO) effective July 1, 2021 - June 30, 2022, for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

**11.3.a.** The Collaborative CSO Services Agreement with Member Charter Schools

1. Attachment A - List of Services
2. Attachment B - Service Fee Structure

Fiscal Impact: Sage Oak Charter Schools - Helendale (#1885)	\$190,633
Sage Oak Charter Schools - Keppel (#1886)	\$17,965
Sage Oak Charter Schools - Warner (#2051)	\$31,252

Moved by SFrarie

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			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 5-0.*

**11.4. (Action) Approval of 2021-2022 Fiscal Strategic Plan**

It is recommended the Board approve the 2021-2022 Fiscal Strategic Plan for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

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			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

***Motion carried unanimously, 5-0.***

**12. EDUCATION/STUDENT SERVICES**

**12.1. (Action) Approval of 2021 Expanded Learning Opportunities (ELO) Grant Plan**

It is recommended the Board approve the 2021 Expanded Learning Opportunities (ELO) Grant Plan for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

*Fiscal Impact: None*

Moved byMHumphrey

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			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

***Motion carried unanimously, 5-0.***

**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.

**4000 Series - Personnel Services**

4175-SO Salary Advancement Policy

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			
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

*Motion carried unanimously, 5-0.*

#### **14. CALENDAR**

The next scheduled meeting will be held virtually on June 10, 2021.

#### **15. BOARD COMMENTS**

The Board said Sage Oak is a tremendous organization. The presentations and documents presented are incredible work, and they thanked everyone for all the behind the scenes hard work and dedication. For planning purposes they asked when graduation is scheduled for. Krista confirmed graduation will be in person on June 1st at the Long Beach Grand Hotel. Member Pete Matz said he enjoyed the student poetry and was happy to hear it is being submitted to the American Library of Poetry. They said “this organization has evolved, having Board policies, a CSO now is very amazing as to how far we have come, and we are not even done yet, great job everyone!” Thank you.

#### **16. CEO COMMENTS**

The CEO said he echoes everything the Board has shared. Keep in mind that Karl shared the May Revise today and once we get all this information we have three weeks to get it completed, saying there will be good dialog, and we will have a public hearing in June. He shared the Sage Oak logo, saying it has strong roots, the trunk is solid, the branches flourish, the top is growing, and our job as a Board is to provide amenities. This tree will weather any storm and we are building a legacy with SOCS. Super job. Thank you!

#### **17. ADJOURNMENT**

The Regular meeting of the Board of Directors adjourned at 12:35 p.m.

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			
Steve Fraire	X			
Susan Houle	X			

Peter Matz


X

*Motion carried unanimously, 5-0.*

Signed:

DocuSigned by:  
  
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Kurt Madden  
Secretary, Governing Board

Signed:

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Steve Fraire  
Clerk, Governing Board