

SAGE OAK CHARTER SCHOOLS
Regular Meeting of the Board of Directors

Minutes

Thursday, July 15, 2021

Closed Session Begins at 1:00 p.m.

Regular Meeting Begins at 2:00 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: 962 7093 5730

Join URL: <https://zoom.us/j/96270935730>

1. CALL TO ORDER AND ROLL CALL

Time: 1:04 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 July 15, 2021.

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
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: 1:05 p.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.

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. Executive Director Evaluation
- b. CEO Evaluation

6. **RECONVENE REGULAR MEETING**

Time: 2:38 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
- 9.2. Audit Governance Communication Letter - CliftonLarsenAllen LLP (CLA), Presented by Kurt Madden, CEO
- 9.3. DMS Monthly Update (DMU) - May 2021, Presented by Karl Yoder
- 9.4. The Collaborative Charter Services Organization (CSO) Update, Presented by David Franklin, 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 June 10, 2021
- 10.2. Minutes of the Regular Board Meeting that was held on June 24, 2021

Consent Calendar - Business/Financial Services

- 10.3. Check Register - June 2021
- 10.4. Approval of 2021-2022 Special Education Master Contract for Vendor Services - Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)

Consent Calendar - Education/Student Services

- 10.5. Approval of 2021-2022 English Learner Master Plan - Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)

Consent Calendar - Personnel Services

- 10.6. Approval of Certificated Personnel Report
- 10.7. Approval of Classified Personnel Report
- 10.8. Approval of Job Descriptions

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
Steve Fraire	X			
Susan Houle	X			
Peter Matz				X

Motion carried unanimously, 3-0.

11. BUSINESS/FINANCIAL SERVICES

11.1. (Action) Approval of Purchasing Card Application and Agreement

It is recommended that the Board approve the Purchasing Card Application and Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: Annual cash rebate to the school to be determined.

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
Steve Fraire	X			
Susan Houle	X			
Peter Matz				X

Motion carried unanimously, 3-0.

11.2. (Action) Approval of Parsec Education - Service Agreement

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

Fiscal Impact:

Sage Oak Charter Schools - Helendale (#1885)	\$9,537.60
Sage Oak Charter Schools - Keppel (#1886)	\$898.80
Sage Oak Charter Schools - Warner (#2051)	\$1,563.60

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
Steve Fraire	X			
Susan Houle	X			

Peter Matz X

Motion carried unanimously, 3-0.

11.3. (Action) Approval of Education Protection Account - Expenditure Summary

It is recommended that the Board approve the Education Protection Account - Expenditure Summary for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact:

Sage Oak Charter Schools - Helendale (#1885)	\$616,726
Sage Oak Charter Schools - Keppel (#1886)	\$58,200
Sage Oak Charter Schools - Warner (#2051)	\$101,074

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
Steve Fraire	X			
Susan Houle	X			
Peter Matz				X

Motion carried unanimously, 3-0.

11.4. (Action) Approval of The Collaborative Charter Services Organization (CSO) Services Agreement Addendum - Executive Assistant

It is recommended that the Board approve the CSO Services Agreement Addendum - Executive Assistant.

Fiscal Impact: \$69,082.14

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
Steve Fraire	X			
Susan Houle	X			
Peter Matz				X

Motion carried unanimously, 3-0.

12. EDUCATION/STUDENT SERVICES**12.1. (Action) Approval of 2021 LCAP Local Performance Indicator Self-Reflection**

It is recommended that the Board approve the 2021 LCAP Local Performance Indicator Self-Reflection report for Sage Oak Charter Schools.

- a. Local Performance Indicator Self-Reflection, Helendale (#1885)
- b. Local Performance Indicator Self-Reflection, Keppel (#1886)
- c. Local Performance Indicator Self-Reflection, Warner (#2051)

Fiscal Impact: None.

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
Steve Fraire	X			
Susan Houle	X			
Peter Matz				X

Motion carried unanimously, 3-0.

13. PERSONNEL SERVICES**13.1. (Action) Approval of Addendum to Employment Contract - Krista Woodgrift, Executive Director**

It is recommended that the Board approve the Addendum to Employment Contract - Krista Woodgrift, Executive Director.

Fiscal Impact: Correction: Annual salary for 2020-2021 is corrected to reflect the pay freeze at the 2019-2020 rate of \$168,740.
Annual salary for 2021-2022 will be \$172,115.

Moved by SShould	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, 3-0.

13.2. (Action) Approval of Declaration of Need with the Commission on Teacher Credentialing (CTC)

It is recommended that the Board approve the Declaration of Need with the Commission on Teacher Credentialing (CTC) for five (5) English Learner (EL) permits per school.

Fiscal Impact: None.

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
Steve Fraire	X			
Susan Houle	X			
Peter Matz				X

Motion carried unanimously, 3-0.

14. CALENDAR

The next scheduled meeting will be held virtually on August 12, 2021.

15. BOARD COMMENTS

The Board thanked the SOCS staff, Karl Yoder and David Franklin for their hard work. They said everything seems to be in place and moving forward into the next school year and congratulated SOCS you all for the things they had endured and had to overcome this past year, job well done! Thank you.

16. CEO COMMENTS

The CEO said he echoes all the comments shared by the Board. He also thanked Krista for a job well done and said she has a very passionate and dedicated team who does excellent work. He also thanked Kelly and Lori for all their hard work behind the scenes in preparing for this Board meeting. Thank you.


17. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 3:18 p.m.

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
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			


Motion carried unanimously, 4-0.

Signed:

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Kurt Madden
Secretary, Governing Board

Signed:

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Steve Fraire
Clerk, Governing Board