

SAGE OAK CHARTER SCHOOLS
Regular Meeting of the Board of Directors

Minutes

Thursday, August 13, 2020
Regular Meeting Begins at 9:00 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

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

Zoom Meeting Information

Dial In: 1-669-900-9128

Meeting ID: 975 0399 6010

Join URL: <https://zoom.us/j/97503996010>

1. CALL TO ORDER AND ROLL CALL

Time 9:04 a.m.

1.1. Roll Call

| | |
|------------------|-------------------------|
| William Hall | President - Present |
| Michael Humphrey | Vice President - Absent |
| 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 August 13, 2020.

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, 3-0.

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: 9:05 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 S Houle

| <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, 3-0.

5. CLOSED SESSION

Conference with Legal Counsel regarding Potential Litigation: 3 matters

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

6. RECONVENE REGULAR MEETING

Time: 10:02 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 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: Candice Coffey, Director of Human Resources, COVID-19 Response Plan
- 9.2.** Delta Managed Solutions Evaluation and Tool Update, Joanne Fountain, CEO, DMS

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 July 9, 2020

Consent Calendar - Business/Financial Services

10.2. Check Register - July 2020

Consent Calendar - Education/Student Services

- 10.3.** Approval of COVID-19 Response Plan - Sage Oak Charter Schools (Helendale) #1885, (Keppel) #1886, and (Warner) #2051
- 10.4.** Approval of Donation of Food Items not Consumed during the 2019-2020 Testing Season Sage Oak Charter Schools (Helendale) #1885, (Keppel) #1886, and (Warner) #2051
- 10.5.** Approval of Parent Waiver and Release entitled “Assumption of Risk, Waiver of Liability and Agreement to Abide by COVID-19 Health & Safety Protocols” - Sage Oak Charter Schools (Helendale) #1885, (Keppel) #1886, and (Warner) #2051
- 10.6.** Approval of Community Provider Addendum - Sage Oak Charter Schools (Helendale) #1885, (Keppel) #1886, and (Warner) #2051
- 10.7.** Approval of Learning Management System, Secondary Curriculum, and College and Career Management Software - Sage Oak Charter Schools (Helendale) #1885, (Keppel) #1886, and (Warner) #2051

Consent Calendar - Personnel Services

- 10.8.** Approval of Certificated Personnel Report
- 10.9.** Approval of Classified Personnel Report
- 10.10.** Approval of Employee Handbook

Consent Calendar - Policy Development

- 10.11.** Approval of Revised Board Policies for the 2020-2021 School Year
- 10.12.** Approval of the Amended Conflict of Interest Code (COI)

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, 3-0.

11. BUSINESS/FINANCIAL SERVICES

11.1. (Action) Approval of Resolution Approving Correction and Adjustment to Allocation of Certain Payables and Receivables

It is recommended the Board approve the resolution approving correction and adjustment to allocation of certain payables and receivables.

Fiscal Impact: 06/30/2019 Adjusted Balance
Sage Oak Charter Schools - Helendale (#1885) \$1,829,482
Sage Oak Charter Schools - Keppel (#1886) \$226,520
Sage Oak Charter Schools - Warner (#2051) \$312,527

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, 3-0.

11.2. (Action) Approval of Parsec Education Data Sharing Agreement

It is recommended the Board approve the Parsec Education Data Sharing Agreement.

Fiscal Impact:
Sage Oak Charter Schools - Helendale (#1885) \$7,593
Sage Oak Charter Schools - Keppel (#1886) \$1,104
Sage Oak Charter Schools - Warner (#2051) \$1,303

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, 3-0.

12. PERSONNEL SERVICES**12.1. (Action) Approval of Employee Lease Agreement for Shared Executive Services**

It is recommended the Board take the following actions:

1. Rescind the Joint Employment Agreement for Kurt Madden, Chief Executive Officer issued July 1, 2020 - June 30, 2022
2. Approve the Employee Lease Agreement for shared Executive Services
3. Approve the Resolution Approving the Compensation for the Chief Executive Officer

Fiscal Impact:

Sage Oak Charter Schools - Helendale (#1885) \$139,403.81

Sage Oak Charter Schools - Keppel (#1886) \$13,137.07

Sage Oak Charter Schools - Warner (#2051) \$22,853.95

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, 3-0.

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

1030-SO COVID-19 Safe Reopening and Operation of Schools Policy

3000 Series - Business/Non-Instructional

3010-SO Fiscal Control Policy

4000 Series - Personnel Services

4165-SO Employee Driving Policy

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, 3-0.

14. CALENDAR

The next scheduled meeting will be held virtually on September 10, 2020.

15. BOARD COMMENTS

The Board said thank you to everyone for the diligent work and for the Directors getting important work done. We are moving forward in these trying times. All the presentations are top notch and they thanked staff for staying on top of it, for the clarity on the presentations, and for their leadership. All the presentations are consistently high degree of professionalism, and we are proud to be associated with all of you. Thank you very much.

16. CEO COMMENTS

The CEO said this was a robust agenda and there was a lot of great information from Candice, to DMS with their evaluation, and Karl on the redistribution. He mentioned the Virtual Kickoff was great and he said we missed Steve and Bill there. The theme was “Together is Better” and it was heartfelt to see the vision where we are going as an organization. We had a chance to meet with the new Superintendent from Keppel, Dr. Cardenas. She has taken over for Dr. Zepeda and she was really excited and we talked about bright spots. We are looking forward to doing good work with Keppel. Despite COVID-19 he is confident that we are going to do good work. Over the past few days, we heard news from Sacramento about our non-classroom base funding not being increased. Therefore, we will be taking a conservative approach this year. Thank you everyone.

17. ADJOURNMENT

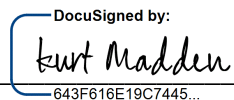
The Regular meeting of the Board of Directors adjourned at 10:47 a.m.

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 |
| Susan Houle | X | | | |
| Steve Fraire | X | | | |

Motion carried unanimously, 3-0.

Signed:

DocuSigned by:

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Kurt Madden
Secretary, Governing Board

Signed:

DocuSigned by:

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Susan Houle
Clerk, Governing Board