

SAGE OAK CHARTER SCHOOLS
Regular Meeting of the Board of Directors

Minutes

Thursday, August 19, 2021

Closed Session Begins at 10:15 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 3702 4090

Join URL: <https://zoom.us/j/98737024090>

1. CALL TO ORDER AND ROLL CALL

Time: 10:33 a.m.

1.1. Roll Call

William Hall	President - <i>Present</i>
Michael Humphrey	Vice President - <i>Absent</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 August 19, 2021.

Moved by PMatz	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, 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: 10:34 a.m.

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

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, 3-0.

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. CEO Evaluation

6. RECONVENE REGULAR MEETING

Time: 11:15 a.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. Summer School Highlights, Presented by Jaimielynn Lake
- 9.3. 2020-2021 Student Achievement Data, Presented by Michelle Bannister
- 9.4. The Collaborative Charter Services Organization (CSO) Update, Presented by David Franklin, CEO
- 9.5. Upcoming Board meeting location and adjustment to the Brown Act effective October 1, 2021, Presented by Kurt Madden, 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 July 15, 2021
- 10.2. Minutes of the Board Study Session that was held on July 15, 2021

Consent Calendar - Business/Financial Services

- 10.3. Check Register - July 2021
- 10.4. Approval of Lending Library Surplus List Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)

Consent Calendar - Education/Student Services

- 10.5. Approval of Sage Oak Overnight Field Trip: Toyon Bay Catalina - Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)
- 10.6. Approval of Sage Oak Overnight Field Trip: Pali Institute - Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)
- 10.7. Approval of Parent and Student Handbook - Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)
- 10.8. Approval of 2021-2022 Master Agreement for Independent Study for Sage Oak Charter

Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)

Consent Calendar - Personnel Services

- 10.9. Approval of Certificated Personnel Report
- 10.10. Approval of Classified Personnel Report
- 10.11. Approval of Job Descriptions
- 10.12. Approval of Revised COVID-19 Prevention Plan
- 10.13. Approval to Rescind the Safe Reopening Plan

Consent Calendar - Policy Development

- 10.14. Approval of Reviewed 2021-2022 Conflict of Interest Code (COI)
- 10.15. Approval of existing board policies revised, reviewed, and eliminated by staff for the 2021-2022 school year.

Board Policies: Revised

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

1000 Series - Community Relations

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

3000 Series - Business and Non Instructional

3010-SO Fiscal Control Policy

4000 Series - Personnel Services

4140-SO Mileage Policy

4130-SO Remote Work Policy

4165-SO Employee Driving Policy

5000 Series - Student Services

5050-SO Academic Integrity

5095-SO Promotion and Retention Policy

6000 Series - Instruction

6010-SO Independent Study Policy

6040-SO Local Assessment Policy

6115-SO Missed Assignments and Involuntary Removal Process

6145-SO Report Card Policy

Board Policies: Reviewed

The following policies are being brought to the Board without changes for annual review.

5000 Series - Student Services

5010-SO Educational Records and Student Information Policy

5015-SO Title IX Harrassment, Intimidation, Discrimination and Bullying Policy

5020-SO Suicide Prevention Policy (only for grades 7-12)/Mental Health Services

5030-SO Immunizations

5035-SO Student Freedom of Speech and Expression Policy

- 5070-SO Transgender and Gender Nonconforming Student Nondiscrimination Policy
- 5085-SO Communicable/Contagious Disease Prevention
- 5105-SO Direct Instruction and Supplemental/Administrative Support Policy
- 5110-SO Cell Phones, Pagers, & Other Electronic Signaling Devices Policy

6000 Series - Instruction

- 6015-SO Comprehensive Sexual Education and HIV Prevention Policy
- 6020-SO Education of Homeless Children and Youth Policy
- 6025-SO Section 504: Policy, Procedures, and Parent Rights Regarding Identification, Evaluation and Education
- 6030-SO Education of Foster Youth
- 6035-SO Mathematics Placement Policy
- 6050-SO Virtual Proctoring Policy
- 6060-SO SPED Formal Assessment Requests
- 6065-SO SPED Pin Process for Missed Services
- 6070-SO SPED Independent Educational Evaluations
- 6075-SO SPED Certificate of Completion

Board Policies: Eliminated

- 4150-SO Mileage Reimbursement Policy
- 6045-SO Parent/Guardian Proctor Policy

Moved by PMatz	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.

11. BUSINESS/FINANCIAL SERVICES

11.1. (Action) Approval of Consulting Agreement - KM Educational Consulting and Executive Coaching Services

It is recommended the Board approve the Consulting Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051), effective September 1, 2021 through June 30, 2022.

Fiscal Impact: \$52,500.00 Annual Cost
 \$150/hour. Estimated total hours per year 350.

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.

11.2. (Action) Approval of Service Agreement with Riverside Personnel Services

It is recommended that the Board approve the Service Agreement with Riverside Personnel Services for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: None.

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, 4-0.

12. EDUCATION/STUDENT SERVICES

12.1. (Action) Approval of 2021-2022 ESSER III Expenditure Plan

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

Fiscal Impact: Total ESSER III funds received.

Sage Oak Charter Schools - Helendale (#1885)	\$1,811,895
Sage Oak Charter Schools - Keppel (#1886)	\$102,885
Sage Oak Charter Schools - Warner (#2051)	\$254,430

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.

13. ORGANIZATIONAL STRUCTURE OF THE BOARD**13.1. (Action) Election of Corporation Officers**

In accordance with the Board Bylaws Article VIII Officers of the Corporation, Section 3. Election of Officers, it is recommended the Board of Directors conduct the annual election for the following officer positions:

Fiscal Impact: None.

William Hall, President requested to table this item to a future meeting.

1. **President**
2. **Chief Financial Officer**

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.

14. PERSONNEL SERVICES**14.1. (Action) Approval of Amended Staffing Compensation Plan**

It is recommended that the Board approve the amended Staffing Compensation Plan for the 2021-2022 school year.

Fiscal Impact:

Sage Oak Charter Schools - Helendale (#1885)	\$597,993.75
Sage Oak Charter Schools - Keppel (#1886)	\$53,162.10
Sage Oak Charter Schools - Warner (#2051)	\$92,817.72

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.

15. POLICY DEVELOPMENT**15.1. (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.

3000 Series - Business/Non-instructional

3130-SO Document Retention Policy

4000 Series - Personnel Services

4135-SO Teacher & Education Advisor Mileage Reimbursement Policy

6000 Series - Instruction

6140-SO Satisfactory Educational Progress

6150-SO Intervention 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
Steve Fraire	X			
Susan Houle	X			
Peter Matz	X			

Motion carried unanimously, 4-0.

16. PUBLIC HEARING**16.1. (Hearing) Board Policy 6010-SOCS Independent Study Policy**

It is recommended the Board enter into a public hearing regarding Board Policy 6010-SOCS Independent Study Policy. The Board shall consider adoption of the Independent Study Policy in accordance with the requirements of Education Code Section 51747.

6000 Series - Instruction

6010-SOCS Independent Study Policy

Revised to come into alignment with the new Independent Study Education Code (AB 130).

Hearing Open: 12:38 p.m.

Hearing Closed: 12:40 p.m.

Moved by PMatz	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.

17. CALENDAR

The next scheduled meeting will be held virtually on September 16, 2021.

18. BOARD COMMENTS

The Board congratulated everyone on the tremendous amount of work they are doing, saying they make it look so easy. Pete enjoyed getting a chance to meet new people on SOCS staff today and said he is impressed with everyone, and thanked them for sharing their presentations. They also thank everyone who was involved in the Board policies. There is a lot of work that goes into this and it is clearly evident how well SOCS deals with unexpected things and gets them resolved. It's inspiring, thank you.

19. CEO COMMENTS

The CEO said he echoes everything the Board has shared. He sees the depth in the quality of staff at SOCS, by them being proactive, engaging, and putting emotions aside. They are in a good position for an outstanding school year ahead. Thank you.


20. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 12:44 p.m.

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, 4-0.

Signed:

DocuSigned by:

643E616E19C7445...

Kurt Madden
Secretary, Governing Board

Signed:

DocuSigned by:

FBC58FA1E968462...

Steve Fraire
Clerk, Governing Board