

SAGE OAK CHARTER SCHOOLS
Regular Meeting of the Board of Directors
Virtual/Zoom Conferencing



Agenda

Thursday, June 16, 2022

Regular Meeting Begins at 8:00 a.m.

Closed Session Begins at 8:05 a.m.

Regular Meeting Reconvene at 8:45 a.m.

The meeting will be held virtually.

Join by telephone or via Zoom conferencing link below:

Dial In: 1-669-900-9128

Meeting ID: 889 1485 6234

Join URL: <https://us06web.zoom.us/j/88914856234>

MISSION STATEMENT

Sage Oak, in collaboration with parents, teachers, students, and the school's leadership team, cultivates lifelong learners by recognizing students' and parents' needs for educational options. Sage Oak balances flexibility with accountability and high academic excellence for families seeking a non-traditional, personalized educational experience. Sage Oak understands the need for partnership in order for students to attain their personal academic goals.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Sage Oak Charter Schools at 760-494-9646.

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

Time: _____

1.1. **Roll Call**

William Hall	President
Michael Humphrey	Vice President
Steve Fraire	Clerk
Susan Houle	Member
Peter Matz	Member

2. **APPROVE/ADOPT AGENDA**

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of June 16, 2022.

Roll Call Vote:

William Hall
Michael Humphrey
Steve Fraire
Susan Houle
Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

3. **BOARD GOVERNANCE**

3.1. (Action) **Approval of Resolution No. 2022-6-16 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361**

It is recommended the Board approve Resolution No. 2022-6-16 authorizing continued use of remote teleconferencing provisions pursuant to AB 361 and Government Code section 54953.

Option 1

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safety in person.

Option 2

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing.

Roll Call Vote:

William Hall
Michael Humphrey
Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

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 9.0 Public Comments at Board Meetings.

5. ADJOURN TO CLOSED SESSION

Time: _____

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 6.0.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

6. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION

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

- a. TR v. Sage Oak Charter Schools, Case No. 37-2021-00022441-CU-WT-NC

Public Employee Performance Evaluation Pursuant to Government Code 54957

- a. Performance Evaluation, Executive Director

7. RECONVENE REGULAR MEETING

Time: _____

8. PLEDGE OF ALLEGIANCE

Led by: _____

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
- 10.2. 2022-2023 Board Meeting Calendar - First Reading, Presented by Kurt Madden, Board Consultant

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 May 12, 2022

Consent Calendar - Business/Financial Services

- 11.2. Check Register - May 2022
- 11.3. Ratification of APLUS+ Contract Service Agreement
- 11.4. Ratification of Adventure Associates Contract
- 11.5. Ratification of CDW Customer Service Order
- 11.6. Ratification of 2021-22 Edstruments Software Contract

Consent Calendar - Personnel Services

- 11.7. Approval of Certificated Personnel Report
- 11.8. Approval of Classified Personnel Report
- 11.9. Approval of Job Descriptions
- 11.10. Approval of 2022 Employee Handbook Revisions

Consent Calendar - Policy Development

- 11.11. Approval of existing board policies revised, reviewed, and eliminated by staff for the 2021-22 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.

4000 Series - Personnel Services

- 4135-SO Teacher Mileage Reimbursement Policy
- 4140-SO Mileage Reimbursement Policy

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12. BUSINESS/FINANCIAL SERVICES

12.1. (Action) Approval of Resolution of The Board of Directors of Sage Oak Charter Schools to approve the Windup and Dissolution of The Collaborative Charter Services Organization (CSO)

It is recommended the Board approve the Resolution of The Board of Directors of Sage Oak Charter Schools (Member) to approve the Windup and Dissolution of The Collaborative Charter Services Organization (The Collaborative CSO), effective June 30, 2022.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12.2. (Action) Approval of Consulting Agreement - KM Educational Consulting and Executive Coaching Services, LLC (Renewal)

It is recommended the Board approve the Consulting Agreement with KM Educational Consulting and Executive Coaching Services, LLC for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: \$63,000.00

Sage Oak Charter Schools - Helendale (#1885)	\$51,295
Sage Oak Charter Schools - Keppel (#1886)	\$4,851
Sage Oak Charter Schools - Warner (#2051)	\$6,854

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12.3. (Action) Approval of 2022-23 Edstruments Partner Agreement (Renewal)

It is recommended the Board approve the 2022-23 Edstruments Partner Renewal Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: \$25,785.01

Sage Oak Charter Schools - Helendale (#1885)	\$20,994.14
Sage Oak Charter Schools - Keppel (#1886)	\$1,985.44
Sage Oak Charter Schools - Warner (#2051)	\$2,805.40

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12.4. (Action) Approval of Third Option Staff Training

It is recommended the Board approve the Third Option staff training for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: \$26,800

Sage Oak Charter Schools - Helendale (#1885)	\$21,820.56
Sage Oak Charter Schools - Keppel (#1886)	\$2,063.60
Sage Oak Charter Schools - Warner (#2051)	\$2,915.84

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

13. EDUCATION/STUDENT SERVICES

13.1. (Action) Approval of Universal Prekindergarten Planning (UPK) and Implementation Grant

It is recommended the Board approve a Universal Prekindergarten Planning (UPK) and Implementation Grant for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: \$160,005

Sage Oak Charter Schools - Helendale (#1885)	\$129,344
Sage Oak Charter Schools - Keppel (#1886)	\$51,585
Sage Oak Charter Schools - Warner (#2051)	\$54,210

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

14. PERSONNEL SERVICES

14.1. (Action) Approval of Revision to Salary Schedules for 2022-2023

It is recommended the Board approve a 2% increase to all the revised salary schedules for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051), for the 2022-2023 school year.

Fiscal Impact: \$1,956,362.91

Sage Oak Charter Schools - Helendale (#1885)	\$1,518,342
Sage Oak Charter Schools - Keppel (#1886)	\$262,243
Sage Oak Charter Schools - Warner (#2051)	\$175,779

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

14.2. (Action) Approval of Employment Agreement for Krista Woodgrift, Superintendent, July 1, 2022 through June 30, 2025

It is recommended the Board approve the Employment Agreement for Krista Woodgrift, Superintendent for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051), effective July 1, 2022 through June 30, 2025.

- a. Employment Agreement
 - Certificated Administrative Salary Schedule
 - Job Description - Superintendent

Fiscal Impact:

Year 1, Step A 2022-2023	\$215,000
Year 2, Step B 2023-2024	\$221,450
Year 3, Step C 2024-2025	\$228,094

Sage Oak Charter Schools - Helendale (#1885)	\$175,053
Sage Oak Charter Schools - Keppel (#1886)	\$16,555
Sage Oak Charter Schools - Warner (#2051)	\$23,392

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

14.3. (Action) Approval of Director of Community Outreach and Charter Development

Candidate

It is recommended the Board approve the Director of Community Outreach and Charter Development Candidate, Larry King for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051), effective July 1, 2022.

Fiscal Impact: \$175,181

Sage Oak Charter Schools - Helendale (#1885)	\$142,632
Sage Oak Charter Schools - Keppel (#1886)	\$13,489
Sage Oak Charter Schools - Warner (#2051)	\$19,060

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

14.4. (Action) Approval of Director of Special Education Candidate

It is recommended the Board approve the Director of Special Education Candidate, Kelly Prins for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051), effective June 17, 2022.

Fiscal Impact: \$186,211

Sage Oak Charter Schools - Helendale (#1885)	\$151,613
Sage Oak Charter Schools - Keppel (#1886)	\$14,338
Sage Oak Charter Schools - Warner (#2051)	\$20,260

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

14.5. (Action) Approval of Shared Personnel Agreements for July 1, 2022 through June 30, 2023

It is recommended the Board approve the shared personnel agreements between Sage Oak Charter Schools and California Pacific Charter Schools for support from Gretchen Chamberlain, Assistant Director of Data & Assessment, and Romy Mason, Special Education Data & Compliance Specialist, effective July 1, 2022 through June 20, 2023.

Fiscal Impact:

Gretchen Chamberlain, Assistant Director of Data & Assessment (40%)

Sage Oak Charter Schools \$72,205.50

Romy Mason, Special Education Data & Compliance Specialist (20%)

Sage Oak Charter Schools \$22,691.83

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

14.6. (Action) Approval of Shared Personnel Agreement for Lori Hath, Executive Assistant July 1, 2022 through June 30, 2023

It is recommended the Board approve the shared personnel agreement for support in matters of board governance from Lori Hath, Executive Assistant, effective July 1, 2022 through June 20, 2023.

Fiscal Impact: \$21,303.92

Sage Oak Charter Schools (20%)

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

14.7. (Action) Approval of One-Time 6% COLA to Staff

It is recommended the Board approve the one-time 6% COLA increase based on current staff's year-to-date salary earnings for 2021-22, for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: \$1,143,822

Sage Oak Charter Schools - Helendale (#1885) \$956,255

Sage Oak Charter Schools - Keppel (#1886) \$115,743

Sage Oak Charter Schools - Warner (#2051) \$71,824

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

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.

Board Policies: New

9000 Series - Board By-Laws

9223-SO Filling Vacancies

9310-SO Board Policies

9320-SO Meetings and Notices

9321-SO Closed Session Purposes and Agendas

9321.1-SO Closed Session Actions and Reports

9322-SO Agenda/Meeting Materials

9323-SO Meeting Conduct

9323.1-SO Actions by the Board

9324-SO Minutes and Recordings
9400-SO Board Self Evaluation

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

16. PUBLIC HEARING

16.1. (Hearing) Local Control & Accountability Plan (LCAP) 2022-23

It is recommended the Board enter into a public hearing regarding the LCAP for 2022-23. During the hearing there will be a presentation on the LCAP for 2022-23.

- a. 2022-23 LCAP Plan Summary (Helendale)
- b. 2022-23 LCAP Plan Summary (Keppel)
- c. 2022-23 LCAP Plan Summary (Warner)

Hearing Open: _____ Hearing Closed: _____

16.2. (Hearing) Proposed Budget 2022-23

It is recommended the Board enter into a public hearing regarding the Proposed Budget for the 2022-23 school year. During the hearing there will be a presentation on the Proposed Budget for the 2022-23 school year.

- a. 2022-23 July Budget - Sage Oak Charter Schools
- b. 2022-23 LCFF Budget Overview for Parents (Helendale)
- c. 2022-23 LCFF Budget Overview for Parents (Keppel)
- d. 2022-23 LCFF Budget Overview for Parents (Warner)
- e. Education Protection Account (EPA)

Hearing Open: _____ Hearing Closed: _____

17. CALENDAR

The next scheduled meeting will be held virtually on June 23, 2022.

18. BOARD COMMENTS

19. CEO COMMENTS

20. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at _____ a.m.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

FOR MORE INFORMATION

For more information concerning this agenda, contact
Sage Oak Charter Schools. Telephone: 760-494-9646.