

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



Minutes

Thursday, May 12, 2022

Regular Meeting Begins at 9:45 a.m.

Closed Session Begins at 9:50 a.m.

Regular Meeting Reconvene at 10:15 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: 886 1447 7084

Join URL: <https://us06web.zoom.us/j/88614477084>

1. CALL TO ORDER AND ROLL CALL

Time: 9:50 a.m.

1.1. Roll Call

William Hall	President	<i>Absent</i>
Michael Humphrey	Vice President	<i>Present</i>
Steve Fraire	Clerk	<i>Absent</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 12, 2022.

Kurt Madden, Board Consultant, requested that the agenda be amended prior to adopting the agenda:

-Remove Board Policy 9223 from item 13.1.

-Add Item "12.3 Approval of 2022/23 Change to Employer Contribution for Employee Benefit Plans"

-Amend the agenda Item 5 to read "The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 6.0."

Moved by PMattz	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, 3-0.

3. BOARD GOVERNANCE

3.1. (Action) Approval of Resolution No. 2022-5-12 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361

It is recommended the Board approve Resolution No. 2022-5-12 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.

Board selected Option 2

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, 3-0.

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 8.0 Public Comments at Board Meetings.

There were no public comments.

5. ADJOURN TO CLOSED SESSION

Time: 9:56 a.m.

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

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, 3-0.

6. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Gov. Code Section 54956.9(d)(1)). One Case.

Case Name: Student v. Sage Oak, Office of Administrative Hearings (OAH) Case No. 2021090160 - Amendment to Settlement Agreement

ADJOURN TO 2ND CLOSED SESSION

Time: 11:23 a.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, 4-0.

RECONVENE REGULAR MEETING

Time: 11:50 a.m.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION/INITIATION OF LITIGATION (Government Code section 54956.9(d)(4)): One potential case.

Public Employee Performance Evaluation Pursuant to Government Code 54957

- a. Performance Evaluation, Executive Director

7. RECONVENE REGULAR MEETING

Time: 10:27 a.m.

-William Hall, President reported action was taken during the closed session to approve Performance Evaluation of the Executive Director.

-William Hall, President, reported the Board approved Item 6:

“CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Gov. Code Section 54956.9(d)(1)). One Case.

Case Name: Student v. Sage Oak, Office of Administrative Hearings (OAH) Case No. 2021090160 - Amendment to Settlement Agreement”

With a unanimous decision of the Board members present and no further action was taken.

**Closed session for this item was reported out at the end of the meeting as the last item on the agenda.*

8. PLEDGE OF ALLEGIANCE

Led by: William Hall

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.

There were no public comments.

10. CORRESPONDENCE/PROPOSALS/REPORTS

10.1. School Highlights and Student Showcase, Presented by Krista Woodgrift, Executive Director
Student: Micha Kim, Presented by: Lana Gadea and Tara Edwards

10.2. Year in Review - Principals/Student Services
Presented by: Erin Bunch, Chelsey Anema, Lana Gadea, and Kate Bayless

10.3. Letter from Helendale Unified School District re: 2021-22 Second Interim Report
Summary Analysis Review, 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 April 21, 2022

Consent Calendar - Business/Financial Services

- 11.2. Check Register - April 2022
- 11.3. Ratification of Document Tracking Services (DTS) Licensing Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)
- 11.4. Ratification of School Pathways Master Services Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)
- 11.5. Ratification of R&B Communications Software License Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)
- 11.6. Ratification of Online Purchasing Systems (OPS) Services Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)
- 11.7. Ratification of CliftonLarsonAllen (CLA) Agreement for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)
- 11.8. Approval of BoardOnTrack Membership for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051)

Consent Calendar - Personnel Services

- 11.9. Approval of Certificated Personnel Report
- 11.10. Approval of Classified Personnel Report
- 11.11. Approval of Job Descriptions
- 11.12. Approval of 2022-2023 Certificated Employee Work Year Calendar
- 11.13. Approval of 2022-2023 Classified Employee Work Year Calendar

Consent Calendar - Policy Development

- 11.14. 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.

3000 Series - Business Services

3010-SO Fiscal Control Policy and Procedures Manual

4000 Series - Personnel Services

4145-SO Professional Development Reimbursement Policy

4145E-SO Professional Development Reimbursement Policy Exhibit

Board Policies: Reviewed

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

3000 Series - Business Services

3125-SO Intra-Organizational Loan Policy

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, 4-0.

12. BUSINESS/FINANCIAL SERVICES

12.1. (Action) Approval of Job Description, Job Title, Salary Schedule, Placement on Salary Schedule, and Length of Contract for the Current Executive Director

It is recommended the Board approve the major components of a contract proposal for the current Executive Director that consist of an updated job description and salary schedule, salary placement, and length of contract. The final draft of the contract will be presented at the upcoming June 16, 2022, Board meeting.

Fiscal Impact: TBD

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, 4-0.

12.2. (Action) Approval of Declaration of Need (DON)

It is recommended the Board approve the Declaration of Need (DON) for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: None.

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, 4-0.

12.3. (Action) Approval of 2022/23 Change to Employer Contribution for Employee Benefit Plans

It is recommended the Board approve the changes to Employer Contribution for Employee Benefit Plans for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: To be determined based on actual rates and employee elections.

<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, 4-0.

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.

Board Policies: New

9000 Series - Board By-Laws

- 9200-SO Limits of Board Member Authority
- 9222-SO Resignation
- 9223-SO *Filling Vacancies*
- 9224-SO Oath or Affirmation
- 9224E-SO Oath or Affirmation Exhibit
- 9230-SO Orientation
- 9240-SO Board Training
- 9250-SO Remuneration, Reimbursement and Other Benefits
- 9260-SO Legal Protection
- 9270-SO Conflict of Interest
- 9270E-SO Conflict of Interest Exhibit

Moved by SHoule Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
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William Hall	X	
Michael Humphrey	X	
Steve Fraire		X
Susan Houle	X	
Peter Matz	X	

Motion carried, 4-0.

14. CALENDAR

The next scheduled meeting will be held virtually on June 16, 2022.

15. BOARD COMMENTS

The Board congratulated Sage Oak for making such great progress and also congratulated Krista Woodgrift for becoming the first Superintendent at Sage Oak and feel it is well deserved. They appreciate meeting the students and feel the organization is growing in a positive way.

16. CEO COMMENTS

Krista Woodgrift thanked the Board for their support. She also thanked all the principals for their hard work and feels she has had the best time getting to know them. She also feels that they each have a special gift. She is very proud and excited to see the future growth of Sage Oak.

17. ADJOURNMENT

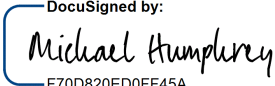
The Regular meeting of the Board of Directors adjourned at 11:54 a.m.

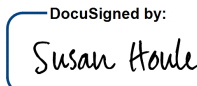
Moved by PMatz	Seconded by SHoule			
<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Steve Fraire				X
Susan Houle	X			
Peter Matz	X			

Motion carried, 4-0.

Signed:

Signed:

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 Michael Humphrey
 Vice President, Governing Board

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 Susan Houle
 Member, Governing Board