

**Community Collaborative Virtual School  
Regular Meeting of the Board of Directors  
Minutes**

**Thursday, September 12, 2019  
Regular Meeting Begins at 10:15 a.m.**



**Agenda – Phone-In Meeting  
Call In Number: 563-999-2090 Access Code: 576958**

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

Time 10:50 a.m.

**1.1. Roll Call**

William Hall	President - <i>Present</i>
Michael Humphrey	Vice President - <i>Present</i>
Susan Houle	Clerk - <i>Present</i>
Steve Fraire	Member - <i>Present</i>
David Franklin	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 September 12, 2019.

***Motion by William Hall, President to amend the agenda and remove:***

***Item 10.2 Approval of the SELPA Performance Indicator Review Report 2018- 2019***

Moved by SFraire Seconded by DFranklin

<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			
David Franklin	X			

***Motion carried unanimously, 5-0.***

**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**

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 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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**5. CLOSED SESSION**

*Time: 10:51 a.m.*

**Conference with Legal Counsel - Anticipated Litigation – Significant Exposure to Litigation**

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

**6. RECONVENE REGULAR MEETING**

*Time: 10:56 a.m.*

*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 card located on the exhibit table for any agenda item or non-agenda item to the Executive Director, prior to the meeting. 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 copy and an administrator will provide answers at a later date.

**9. CORRESPONDENCE/PROPOSALS/REPORTS**

**9.1.** Program Updates

**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.

**Approval of Consent Calendar**

**10.1.** Minutes of the Regular Board Meeting that was held on August 19, 2019

**10.2.** Approval of the SELPA Performance Indicator Review Report 2018-2019

**Consent Calendar – Business/Financial Services**

**10.3.** Approval of the Student & Parent Electronic Device Lease Agreement -  
Excel Academy Charter School

**Consent Calendar – Education/Student Services**

**10.4.** Approval of the Acknowledgement of Alternate Course Selection Form -  
Excel Academy Charter School

**Consent Calendar – Personnel Services**

**10.5.** Approval of Certificated Personnel Report

**10.6.** Approval of Classified Personnel Report

**10.7.** Job Descriptions

Moved by MHumphrey Seconded by DFranklin

<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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

*Removed Items 10.2.*

**11. BUSINESS/FINANCIAL SERVICES**

**11.1. Approval of Annual Subscription for TrackStar Staff Performance Evaluation System - Sage Oak Charter Schools**

It is recommended the Board approve the annual subscription for TrackStar Staff Performance Evaluation System.

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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**11.2. Approval of the Amendment to Delta Managed Solutions, Inc. (DMS) Business Services Agreement, June 24, 2019**

It is recommended the Board approve the amendment to Delta Managed Solutions, Inc. (DMS) Business Services Agreement, June 24, 2019.

Moved by MHumphrey Seconded by DFranklin

<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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**11.3. Approval of the New Administrative Office Lease – Excel Academy Charter School**

It is recommended the Board approve the new Administrative Office Lease for office space at 1 Technology Drive, Bldg. I, Irvine, CA 92618.

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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**11.4. Approval of the YUP Service Contract - Excel Academy Charter School**

It is recommended the Board approve the YUP Service Contract through May 31, 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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**11.5. Approval of the Charter School Revolving Loan Fund Program  
Loan Agreement Number 19-15 – Excel Academy Charter School  
and Resolution Number 03-2019**

It is recommended the Board approve the Charter School Revolving Loan Fund Program Loan Agreement Number 19-15 and Resolution Number 03-2019.

Moved by MHumphrey 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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**11.6. Approval of the Charter School Revolving Loan Fund Program  
Loan Agreement Number 19-17 – Sage Oak Charter School – South  
and Resolution Number 04-2019**

It is recommended the Board approve the Charter School Revolving Loan Fund Program Loan Agreement Number 19-17 and Resolution Number 04.2019.

Moved by SFraire Seconded by DFranklin

<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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**11.7. Approval of Furnishing Items for New Office Space – Sage Oak Charter Schools**

It is recommended the Board approve the furnishing items for the new office space located at 1467 Ford, Suite 202.

Moved by SFraire Seconded by DFranklin

<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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**12. POLICY DEVELOPMENT**

**12.1. Approval of the 2019-2020 CalPac Student/Parent Handbook Online**

It is recommended the Board approve the 2019-2020 Student/Parent Handbook Online.

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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**12.2. Approval of the 2019-2020 Excel Academy Charter School Student/Parent Handbook**

It is recommended the Board approve the 2019-2020 Excel Academy Charter School Student/Parent Handbook.

Moved by MHumphrey Seconded by DFranklin

<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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**12.3. Approval of the 2019-2020 Excel Academy Charter School - High School Handbook**

It is recommended the Board approve the 2019-2020 Excel Academy Charter School - High School Handbook Graduation Requirements.

Moved by SHoule Seconded by DFranklin

<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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**12.4. Approval of the Charter Schools' 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.

**Excel Academy Charter Schools Secondary Education Policies**

- Repeated Courses Policy
- Transcripts from Non-Accredited Schools Policy

**Excel Academy Charter Schools Education Services Policies**

- Virtual Learning Period Meeting Policy
- Field Trip Policy

**Excel Academy Charter Schools Operations Policies**

- Vendor Risk Management Policy
- Charter School Name and Logo Use Policy
- Non-Teaching Staff Mileage Reimbursement Policy
- Teaching Staff Mileage Reimbursement Policy
- Children of Teachers Policy

**Excel Academy Charter Schools Assessment & Accountability Policies**

- Parent Proctoring Policy
- Local Assessment Policy

Moved by DFranklin 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			
David Franklin	X			

*Motion carried unanimously, 5-0.*

**13. CALENDAR**

The next scheduled meeting will be virtual on October 10, 2019.

**14. BOARD COMMENTS**

The Board thanked Krista Woodgrift for the program update and her great attitude. They said she has a personal touch and connection with students and staff, this is clearly evident. There were some challenges in the past, but now this is working well, she has done a wonderful job. Seems like she is happy and enjoying her work. This is a clearly a strong indication that we are moving forward positively. Thank you for all your hard work and staying the course to make everything better. The grunt work of getting things in



place shows everyone the high integrity in our organization. Congratulations and keep up the great work.

**15. CEO COMMENTS**

The CEO said ditto what everyone said. Krista continues to grow with Leadership. Super job and glad she is on our side. Thank you everyone behind the scenes, and to Lori for putting the agendas together. On Sept 27<sup>th</sup> we will have a Board Study Session regarding the structure of the Collaborative and would like to invite all you Board Members to attend. Congratulations to Lisa for the shout outs from the Board Members, and to Krista. It is nice to have a deep bench to count on. Super job! Thank you all for your work.

**16. ADJOURNMENT**

The Regular meeting of the Board of Directors adjourned at 11:33 a.m.


Moved by SFraie 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			
David Franklin	X			

***Motion carried unanimously, 4-0.***

Signed:

Signed:

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 Kurt Madden  
 Secretary, Governing Board

DocuSigned by:  
  
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 Susan Houle  
 Clerk, Governing Board

*In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the School at 100 East San Marcos Blvd., Suite 350, San Marcos, California, or at the scheduled meeting. Board Agenda back-up materials may also be requested by calling the School at 760-494-9646. In addition, if you would like a copy of any record related to an item on the agenda, please contact the office.*

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*hours prior to the meeting will enable the School to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the School shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.*