



# Sage Oak Charter Schools

## Regular Meeting of the Board of Directors

Published on March 3, 2023 at 11:25 AM PST

Amended on March 7, 2023 at 4:44 PM PST

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### Date and Time

Thursday March 9, 2023 at 12:30 PM PST

### Location

#### Sage Oak Charter Schools

1473 Ford Street, Suite #105

Redlands, CA 92373

#### Regus- Gateway Chula Vista

333 H Street, Suite 5000

Chula Vista, CA 91910

### [Join Zoom Meeting](#)

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### 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**

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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.

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>12:30 PM</b>
<b>A.</b> Call the Meeting to Order		Board President	1 m
<b>B.</b> Record Attendance		Board President	1 m
Roll Call:			
William Hall, President			
Michael Humphrey, Vice President			
Steve Fraire, Clerk			
Susan Houle, Member			
Peter Matz, Member			
<b>II. Pledge of Allegiance</b>			<b>12:32 PM</b>
<b>A.</b> Led by Board President or designee.		Board President	3 m
<b>III. Approve/Adopt Agenda</b>			<b>12:35 PM</b>
<b>A.</b> March 9, 2023 Regular Meeting of the Board of Directors	Vote	Board President	2 m
<b>IV. Approve Minutes</b>			<b>12:37 PM</b>
<b>A.</b> February 9, 2023 Regular Meeting of the Board of Directors	Approve Minutes	Board President	1 m

Purpose Presenter Time

**V. Board Governance** **12:38 PM**

- A.** Approval of 2023-2024 Sage Oak Charter Schools Board Meeting Calendar and Schedule Krista Woodgrift 3 m

It is recommended the Board approve the 2023-2024 Sage Oak Charter Schools Board Meeting calendar and schedule as presented.

**Fiscal Impact:** None

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**VI. 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 Public Comments/Recognition/Reports.

**VII. Adjourn to Closed Session**

The Board will consider and may act on any of the Closed Session matters.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**VIII. Closed Session** **12:41 PM**

- A.** Conference with Legal Counsel - Existing Litigation (Gov. Code Section 54956.9(d)(1)) 10 m

TR v. The Collaborative Charter Services Organization, et al.

	Purpose	Presenter	Time
<b>B.</b>	Conference with Legal Counsel - Anticipated Litigation/Initiation of Litigation (Government Code section 54956.9(d)(4)).		8 m
<b>C.</b>	Conference with Legal Counsel - Existing Litigation (Government Code section 54956.9, OAH Case No. 2022120479)		8 m

**IX. Reconvene Regular Meeting 1:07 PM**

<b>A.</b>	Report Out from Closed Session	Board President	5 m
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**X. 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.

**XI. Correspondence/Proposals/Reports 1:12 PM**

<b>A.</b>	School Highlights - Presented by Krista Woodgrift, Superintendent of Schools and CEO	Krista Woodgrift	5 m
<b>B.</b>	Student Showcase - Presented by Traci King, High School Principal	Traci King	8 m

Student Name: Azharian Flagg

**XII. Consent 1:25 PM**

Items listed under Consent 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 upon the request of any member of the Board, discussed, and acted upon separately.

<b>A.</b>	Consent- Business/Financial Services		1 m
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1. Check Register- February 2023

- |    | Purpose   | Presenter | Time |
|----|---|-----------|------|
| 2. | Ratification of Hyatt Regency John Wayne Airport, Newport Beach Group Sales Agreement     |           |      |
| 3. | Ratification of Thrive Agreement for Consulting Services                                  |           |      |
| 4. | Ratification of Hyatt Regency Huntington Beach Group Sales Agreement                      |           |      |
| 5. | Ratification of College and Career Access Pathways Partnership Agreement (CCAP) 2022-2025 |           |      |
| 6. | Approval of Educator Effectiveness Block Grant (EEBG) Allocations Plan Revisions          |           |      |

**B. Consent- Education/Student Services** 1 m

1. Approval of 2023-2024 Sage Oak Charter Schools Master Agreement for Independent Study and Acknowledgement of Responsibilities

**C. Consent- Personnel Services** 1 m

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Approval of Revised Injury and Illness Prevention Plan

**D. Consent- Policy Development** 1 m

1. Approval of Changes to Existing Board Policies Revised/Rescinded

**3000 Series - Business/Non-instructional: Revised**

- 3010-SO Fiscal Control Policy
- 3120-SO Name & Logo Use Policy
- 3125-SO Intra-Organizational Loan Policy
- 3145-SO Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy

**4000 Series - Personnel Services: Revised**

- 4000-SO Personnel Concepts and Roles Policies
- 4015-SO Equal Employment Opportunity Policy
- 4055-SO Internal Complaint Policy
- 4060-SO Prohibiting Unlawful Harassment, Discrimination, and Retaliation
- 4070-SO Lactation Accommodation Policy
- 4075-SO Drug, Alcohol, and Tobacco-Free Workplace Policy
- 4080-SO Acceptable Use of Technology Policy
- 4085-SO Payroll Withholdings
- 4130-SO Remote Work Policy
- 4175-SO Salary Advancement Policy

**6000 Series - Instruction: Revised**

- 6040-SO Local Assessment Policy

	Purpose	Presenter	Time
<b>4000 Series - Personnel Services: Rescinded (Integrated into Sage Oak Charter Schools Staff Handbook)</b>			

- 4090-SO Cobra Benefits Policy
- 4110-SO Pregnancy Disability Leave Policy
- 4115-SO Family Care and Medical Leave Policy

**Other: Rescinded (Integrated into Illness and Injury Prevention Plan)**

Covid-19 Prevention Plan

- |                              |      |                    |     |
|------------------------------|------|--------------------|-----|
| E. Consent Items A through D | Vote | Board<br>President | 2 m |
|------------------------------|------|--------------------|-----|

Consent Items listed under A through D are considered routine and will be approved/adopted by a single motion.

Roll Call Vote:

- William Hall
- Michael Humphrey
- Steve Fraire
- Susan Houle
- Peter Matz

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

<b>XIII. Business/Financial Services</b>	<b>1:31 PM</b>
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|--|------|-------------|-----|
| A. Approval of Lending Library Expansion Plan for Sage Oak Charter Schools | Vote | Tim O'Brien | 5 m |
|--|------|-------------|-----|

It is recommended the Board approve the Lending Library Expansion Plan for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

**Fiscal Impact:** The lease amount will be approximately \$120,000 annually.

- Sage Oak Charter Schools - Helendale (#1885) \$92,400
- Sage Oak Charter Schools - Keppel (#1886) \$18,000
- Sage Oak Charter Schools - Warner (#2051) \$9,600

Roll Call Vote:

- William Hall
- Michael Humphrey
- Steve Fraire
- Susan Houle
- Peter Matz

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

	Purpose	Presenter	Time
<b>B. Approval of 2022-2023 Second Interim Budget (SIB) Financial Report for Sage Oak Charter Schools</b>	Vote	Tim O'Brien	10 m

It is recommended the Board approve the 2022-2023 Second Interim Budget (SIB) Financial Report for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Roll Call Vote:

William Hall  
Michael Humphrey  
Steve Fraire  
Susan Houle  
Peter Matz

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

<b>C. Approval of 2023-2024 Strategic Budget, Staffing Plan, and Salary Schedules for Sage Oak Charter Schools</b>	Vote	Tim O'Brien	10 m
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It is recommended the Board approve the 2023-2024 Strategic Budget, Staffing Plan, and Salary Schedules for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Roll Call Vote:

William Hall  
Michael Humphrey  
Steve Fraire  
Susan Houle  
Peter Matz

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

#### **XIV. Calendar**

The next scheduled Board Study Session will be held on April 6, 2023.

The next scheduled Regular Board Meeting will be held on May 11, 2023.

#### **XV. Comments**

**1:56 PM**

<b>A. Board Comments</b>	Discuss		5 m
<b>B. Superintendent Comments</b>	Discuss	Krista Woodgrift	5 m

#### **XVI. Closing Items**

**2:06 PM**

	Purpose	Presenter	Time
<b>A. Adjourn Meeting</b>	Vote	Board President	1 m

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

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**FOR MORE INFORMATION**

For more information concerning this agenda, contact  
Sage Oak Charter Schools.