



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on May 5, 2023 at 3:59 PM PDT

Date and Time

Thursday May 11, 2023 at 12:50 PM PDT

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](#)

ID: 95362006950

Passcode: 764993

[\(US\) +1 360-209-5623](#)

Passcode: 764993

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			12:50 PM
A. Call the Meeting to Order		Board President	1 m
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			
II. Pledge of Allegiance			12:52 PM
A. Led by Board President or designee.		Board President	3 m
III. Approve/Adopt Agenda			12:55 PM
A. May 11, 2023 Regular Meeting of the Board of Directors	Vote	Board President	1 m
It is recommended the Board of Directors adopt the agenda as presented.			

	Purpose	Presenter	Time
Roll Call Vote: William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

IV. Approve Minutes

12:56 PM

- | | | | | |
|-----------|---|-----------------|-----------------|-----|
| A. | March 9, 2023 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the regular meeting as presented.

Roll Call Vote:
William Hall
Michael Humphrey
Steve Fraire
Susan Houle
Peter Matz
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|---|-----------------|-----------------|-----|
| B. | April 6, 2023 Special Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the special meeting as presented.

Roll Call Vote:
William Hall
Michael Humphrey
Steve Fraire
Susan Houle
Peter Matz
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|--|-----------------|-----------------|-----|
| C. | April 6, 2023 Board of Directors Study Session | Approve Minutes | Board President | 1 m |
|-----------|--|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the study session as presented.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

V. 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.

VI. Adjourn to Closed Session

12:59 PM

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|--|------|-----------------|-----|
| A. The Board will consider and may act on any of the Closed Session matters | 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 _____

VII. Closed Session

1:00 PM

- | | | | |
|---------------------------------|--|--|------|
| A. Closed Session Agenda | | | 33 m |
|---------------------------------|--|--|------|

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Gov. Code Section 54956.9(d)(1))

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

b. YL v. The Collaborative Charter Services Organization, et al.

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

	Purpose	Presenter	Time
(Gov. Code section 54956.9)			
a. Office of Administrative Hearings Case No. 2023010751			

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Gov. Code 54957

a. Annual Performance Evaluation, Superintendent of Schools/CEO

VIII. Reconvene Regular Meeting 1:33 PM

A. Report Out Any Action Taken in Closed Session	Board President	5 m
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IX. 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.

X. Correspondence/Proposals/Reports 1:38 PM

A. School Highlights - Presented by Krista Woodgrift, Superintendent of Schools and CEO	Krista Woodgrift	5 m
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B. Year in Review, Teacher Highlight and Student Showcase - Presented by Student Services Department	Erin Bunch	25 m
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Presenters:

Lana Beshara, Virtual Learning Academy Principal

Chelsey Anema, Personalized Learning Academy Principal

Traci King, High School Principal

Erin Bunch, Director of Student Services

XI. Consent 2:08 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

	Purpose	Presenter	Time
be removed from the Consent upon the request of any member of the Board, discussed, and acted upon separately.			
A.	Consent- Business/Financial Services		1 m
	<ul style="list-style-type: none"> 1. Check Register- March 2023 2. Check Register- April 2023 3. Ratification of 2023-2024 Parsec Go+ Service Agreement (Renewal) 4. Ratification of 2023-2024 Online Purchasing System (OPS) Services Agreement (Renewal) 5. Ratification of 2023-2024 BoardOnTrack Membership Agreement (Renewal) 6. Ratification of Adventures Associates Contract 7. Ratification of Sage Intacct, Inc. Services Agreement (Renewal) 		
B.	Consent- Education/Student Services		1 m
	<ul style="list-style-type: none"> 1. Approval of Catalina Island Marine Institute Overnight Field Trip for the 2023-2024 School Year, Grades 9th-12th 		
C.	Consent- Personnel Services		1 m
	<ul style="list-style-type: none"> 1. Approval of Certificated Personnel Report 2. Approval of Classified Personnel Report 3. Approval of Job Descriptions 4. Ratification of Cigna Healthcare Financial Proposal 5. Ratification of CODESP Joint Powers Agreement 6. Approval of 2023-2024 Certificated Employee Work Year Calendars 7. Approval of 2023-2024 Classified Employee Work Year Calendars 		
D.	Consent Items A through C	Vote	Board President
	Consent Items listed under A through C 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 _____

XII. Business/Financial Services

2:12 PM

	Purpose	Presenter	Time
A.	Approval of Sage Oak Charter Schools Federal Tax Form 990 Return (Draft) and California Tax Form 199 Return (Draft) - Year Ended June 30, 2022, as prepared by CliftonLarsonAllen (CLA).	Vote Tim O'Brien	5 m

It is recommended the Board approve the Federal Tax Form 990 Return (draft) and California Tax Form 199 Return (draft)- year ended June 30, 2022, for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051), as prepared by CliftonLarsonAllen (CLA).

Fiscal Impact: N/A

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

B.	Approval of Edwards, Stevens & Tucker LLP Legal Services Agreement	Vote Krista Woodgrift	5 m
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It is recommended the Board approve the Edwards, Stevens & Tucker Legal Services Agreement as presented for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: As outlined in the agreement.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

C.	Approval of Industrial/Commercial Single Tenant Lease - Net with The Richard B. Eshleman Separate Property Trust	Vote Tim O'Brien	5 m
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Sage Oak Charter Schools is requesting the Board approve the terms of the standard Industrial/Commercial Single Tenant Lease - Net with The Richard B. Eshleman

Separate Property Trust as presented for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: The lease amount will be \$112,419 for the first twelve months beginning June 1, 2023. The lease agreement is five years in duration with a 4% escalation of rents per year, each June 1. The total fiscal impact over the next 60 months for all three schools combined is \$599,188. A table of the costs per year is attached.

Total Fiscal Impact (60 months):

Sage Oak Charter Schools - Helendale (#1885)	\$467,367
Sage Oak Charter Schools - Keppel (#1886)	\$65,911
Sage Oak Charter Schools - Warner (#2051)	\$65,911

Roll Call Vote:

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

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

XIII. Education Services

2:27 PM

- A.** Approval of Parent Advisory Committee for Sage Oak Charter Schools Vote Jamee Block 5 m

It is recommended the Board approve the establishment of a Parent Advisory Committee for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: N/A

Roll Call Vote:

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

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

XIV. Personnel Services

2:32 PM

- A.** Approval of Revisions to the Superintendent of Schools/CEO Job Description Vote Candice Coffey 5 m

It is recommended the Board approve the revisions to the Superintendent of Schools/CEO job description as presented at the Board Study Session on April 6, 2023, for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: N/A

Roll Call Vote:

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

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

- B.** Approval of Revisions to the Superintendent of Schools/CEO Contract Language Vote Candice Coffey 5 m

It is recommended the Board approve the revisions to the Superintendent of Schools/CEO contract language as presented at the Board Study Session on April 6, 2023, for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: N/A

Roll Call Vote:

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

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

XV. Calendar

The next scheduled Regular Board Meeting will be held on June 15, 2023.

	Purpose	Presenter	Time
XVI. Comments			2:42 PM
A. Board Comments	Discuss	Board President	5 m
B. Superintendent Comments	Discuss	Krista Woodgrift	5 m
XVII. Closing Items			2:52 PM
A. Adjourn Meeting	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 _____			

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