



# Sage Oak Charter Schools

## Regular Meeting of the Board of Directors

Published on June 9, 2023 at 4:14 PM PDT  
Amended on June 15, 2023 at 1:10 PM PDT

---

### **Date and Time**

Thursday June 15, 2023 at 1:30 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: 93811155895  
Passcode: 080536

### **[\(US\) +1 253-215-8782](#)**

Passcode: 080536

---

### **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
<b>I. Opening Items</b>			<b>1:30 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>1:32 PM</b>
<b>A.</b> Led by Board President or designee.		Board President	3 m
<b>III. Approve/Adopt Agenda</b>			<b>1:35 PM</b>
<b>A.</b> June 15, 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.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

**IV. Approve Minutes**

**1:36 PM**

- |  |                 |                 |     |
|--|-----------------|-----------------|-----|
| <b>A.</b> May 11, 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 \_\_\_\_\_

**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**

**1:37 PM**

- |  |      |                 |     |
|--|------|-----------------|-----|
| <b>A.</b> 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

	Purpose	Presenter	Time
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____	Seconded by _____	Ayes _____	Nays _____
		Absent _____	

**VII. Closed Session** **1:38 PM**

**A.** Closed Session Agenda 10 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. CONSIDERATION OF PREVIOUSLY EXPELLED STUDENT'S REQUEST TO ENROLL**

**VIII. Reconvene Regular Meeting** **1:48 PM**

**A.** Report Out Any Action Taken in Closed Session Board President 1 m

**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** **1:49 PM**

**A.** 2022-2023 School Year in Review - Presented Krista Woodgrift 5 m  
by Krista Woodgrift, Superintendent of Schools and CEO

**B.** Sage Oak Charter Schools Leadership Krista Woodgrift 10 m  
Honorees, Presented by Krista Woodgrift, Superintendent of Schools and CEO

**Leadership Honorees:**

	Purpose	Presenter	Time
Jamee Block, Director of Education Services Erin Havrilesky, Lead Coordinator, Advanced Learning Programs and Services Carrie Gerry, Assistant Director of Education Services			

<b>C.</b> Student Showcase - Presented by Chelsey Anema, Personalized Learning Academy Principal		Chelsey Anema	10 m
--	--	---------------	------

**Student Names:**

Sienna Harrelson  
Haven Harrelson  
Riley Harrelson  
Levi Harrelson

<b>D.</b> CliftonLarsonAllen LLP (CLA) Governance Entrance Letter - Presented by Tim O'Brien, Director of Business Services		Tim O'Brien	2 m
---	--	-------------	-----

**XI. Consent 2:16 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
--	--	--	-----

1. Check Register- May 2023
2. Ratification of Property and Casualty Insurance Policy Renewals
3. Ratification of Savvas Learning Company LLC, Summer Impact Price Quote Summary
4. Ratification of The Richard B. Eshleman Separate Property Trust Lease
5. Ratification of Instructure Mastery Connect Services Order Form
6. Ratification of AVID Center Product and Services Quote/Order
7. Approval of Community Provider (CP) and Education Material Resource Provider (EMRP) Agreement Revisions

<b>B.</b> Consent- Education/Student Services			1 m
---	--	--	-----

1. Approval of Sacramento One-Day Field Trip for 2023-2024 School Year, Grades 8th-12th
2. Approval of Pali Institute Outdoor Science Camp Overnight Field Trip for 2023-2024 School Year, Grades 4th-12th
3. Approval of Sage Oak Charter Schools Parent and Student Handbook Revisions

	Purpose	Presenter	Time
<b>C.</b>	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 2023-2024 Sage Oak Charter Schools Employee Handbook Revisions		
<b>D.</b>	Consent- Policy Development	Vote	1 m
	1. Approval of Changes to Existing Board Policies Revised/Reviewed/Rescinded		

**1000 Series - Community Relations: Revised**

1020-SO Field Trip Policy

**5000 Series - Student Services: Revised**

5120-SO Transitional Kindergarten/Kindergarten Enrollment Policy

**6000 Series - Instruction: Revised**

6005-SO Parent and Family Engagement Policy

6010-SO Independent Study Policy

6020-SO Education for Homeless Children and Youth Policy

6025-SO Section 504 Policy

6030-SO Education for Foster and Mobile Youth Policy

6040-SO Local Assessment Policy

6075-SO Special Education Certificate of Completion Policy

6115-SO Attendance, Support, and Involuntary Disenrollment Policy

6120-SO Meeting Policy

6125-SO Report Card Policy

6150-SO Intervention Policy

**6000 Series - Instruction: Reviewed (No changes but annual review required.)**

6015-SO Comprehensive Sexual Health Education Policy

6035-SO Mathematics Placement Policy

6095-SO Repeated Courses Policy

6140-SO Satisfactory Educational Progress Policy

**1000 Series - Community Relations: Rescinded**

1030-SO Safe Operation of Schools (Infectious Disease)

**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 \_\_\_\_\_

**XII. Business/Financial Services**

**2:20 PM**

- |   |      |             |     |
|---|------|-------------|-----|
| <b>A.</b> Approval of Educational Technology Joint Powers Authority Agreement | Vote | Tim O'Brien | 5 m |
|---|------|-------------|-----|

It is recommended the Board approve the Educational Technology Joint Powers Authority (Ed Tech JPA) Agreement as presented with 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>B.</b> Approval of Charter Petition Revisions in Section Element 10: Suspension/Expulsion/Involuntary Disenrollment | Vote | Lisa Thompson | 5 m |
|--|------|---------------|-----|

It is recommended the Board approve the charter petition revisions as presented 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

	Purpose	Presenter	Time
Peter Matz			
Moved by _____	Seconded by _____	Ayes _____ Nays _____ Absent _____	

**XIII. Personnel Services**

**2:30 PM**

- |           |  |      |                |     |
|-----------|--|------|----------------|-----|
| <b>A.</b> | Approval of Declarations of Need (DON) for the 2023-2024 School Year | Vote | Candice Coffey | 5 m |
|-----------|--|------|----------------|-----|

It is recommended the Board approve the Declarations of Need for the 2023-2024 school year, as presented 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>B.</b> | Approval of Shared Personnel Agreements for July 1, 2023 through June 30, 2024 |  | Candice Coffey | 5 m |
|-----------|--|--|----------------|-----|

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, 2023, through June 30, 2024.

**Fiscal Impact:**

Gretchen Chamberlain, Assistant Director of Data & Assessment (40%) \$69,059

Sage Oak Charter Schools - Helendale (#1885) \$53,866

Sage Oak Charter Schools - Keppel (#1886) \$7,596

Sage Oak Charter Schools - Warner (#2051) \$7,596

Romy Mason, Special Education Data & Compliance Specialist (20%) \$24,148.06

Sage Oak Charter Schools - Helendale (#1885) \$18,835

Sage Oak Charter Schools - Keppel (#1886) \$2,656

Sage Oak Charter Schools - Warner (#2051) \$2,656



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

- |           |   |                |     |
|-----------|---|----------------|-----|
| <b>C.</b> | Approval of Revisions to Sage Oak Charter Schools Arbitration Agreement | Candice Coffey | 5 m |
|-----------|---|----------------|-----|

It is recommended the Board approve the revisions to the Arbitration Agreement as presented 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>XIV. Public Hearing</b>			<b>2:45 PM</b>
----------------------------	--	--	----------------

- |           |   |         |             |      |
|-----------|---|---------|-------------|------|
| <b>A.</b> | Local Control and Accountability Plan (LCAP) 2023-2024, First Reading, and the Local Indicators for the California School Dashboard | Discuss | Jamee Block | 12 m |
|-----------|---|---------|-------------|------|

It is recommended the Board conduct a public hearing regarding the Local Control and Accountability Plan (LCAP) for the 2023-2024 school year. The first reading of the LCAP for 2023-2024 and the Local Indicators for the California School Dashboard will be presented during the hearing.

- a. 2023-2024 LCAP Plan Summary - Helendale (#1885)
- b. 2023-2024 LCAP Plan Summary - Keppel (#1886)
- c. 2023-2024 LCAP Plan Summary - Warner (#2051)

Hearing Open: \_\_\_\_\_ Hearing Closed: \_\_\_\_\_

	Purpose	Presenter	Time	
<p><i>The proposed Local Control Accountability Plan (LCAP) for 2023-2024 is available for review on the <a href="#">Sage Oak Charter Schools website</a>. The Local Control Accountability Plan (LCAP) approval for 2023-2024 will occur at the regularly scheduled Board meeting on June 22, 2023.</i></p>				
<b>B.</b>	Proposed Budget 2023-2024, First Reading	Discuss	Tim O'Brien	10 m

It is recommended the Board conduct a public hearing regarding the Proposed Budget for the 2023-2024 school year. The first reading of the Proposed Budget for 2023-2024 will be presented during the hearing.

- a. 2023-2024 July Budget - Sage Oak Charter Schools
- b. 2023-2024 LCFF Budget Overview for Parents - Helendale (#1885)
- c. 2023-2024 LCFF Budget Overview for Parents - Keppel (#1886)
- d. 2023-2024 LCFF Budget Overview for Parents - Warner (#2051)
- e. Education Protection Account (EPA) - Helendale (#1885)
- f. Education Protection Account (EPA) - Keppel (#1886)
- g. Education Protection Account (EPA) - Warner (#2051)

Hearing Open: \_\_\_\_\_ Hearing Closed: \_\_\_\_\_

*The proposed Budget for 2023-2024 is available for review on the [Sage Oak Charter Schools website](#). The proposed Budget for 2023-2024 will be adopted at the regularly scheduled Board meeting on June 22, 2023.*

**XV. Calendar**

The next scheduled Regular Board Meeting will be held on June 22, 2023.

**XVI. Comments 3:07 PM**

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

**XVII. Closing Items 3:17 PM**

<b>A.</b>	Adjourn Meeting	Vote	Board President	1 m
Roll Call Vote:				
William Hall				
Michael Humphrey				
Steve Fraire				

	Purpose	Presenter	Time
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.