



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on September 8, 2023 at 1:41 PM PDT

Date and Time

Thursday September 14, 2023 at 11:45 AM 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](#)

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MISSION STATEMENT

Educating students through a personalized and collaborative learning approach, empowering them to lead purposeful and productive lives.

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			11:45 AM
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			11:47 AM
A. Led by Board President or designee		Board President	1 m
III. Approve/Adopt Agenda			11:48 AM
A. September 14, 2023 Regular Meeting of the Board of Directors		Board President	1 m
It is recommended the Board of Directors adopt the agenda as presented.			
Roll Call Vote:			
William Hall			

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

IV. Approve Minutes

11:49 AM

- | | | | | |
|-----------|---|-----------------|-----------------|-----|
| A. | June 15, 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. | June 22, 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 _____

- | | | | | |
|-----------|--|-----------------|-----------------|-----|
| C. | August 17, 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

11:52 AM

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

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

11:53 AM

A. Closed Session Agenda

Board President

13 m

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

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

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

2. CONSIDERATION OF PREVIOUSLY EXPELLED STUDENT’S REQUEST TO ENROLL

	Purpose	Presenter	Time
VIII. Reconvene Regular Meeting			12:06 PM
A.	Report Out Any Action Taken in Closed Session	Board President	1 m
IX. Public Comments/Recognition/Reports	<p>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.</p>		
X. Correspondence/Proposals/Reports			12:07 PM
A.	School Highlights, Presented by Krista Woodgrift, Superintendent of Schools and CEO	Krista Woodgrift	5 m
B.	Budget/Fiscal Update, Presented by Tim O'Brien, Director of Business Services	Tim O'Brien	2 m
C.	2022-2023 Student Achievement Data, Presented by Poppy Perfect, Operations and Accountability Coordinator	Poppy Perfect	5 m
XI. Consent Agenda			12:19 PM
<p>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 Agenda upon the request of any member of the Board and discussed and acted upon separately.</p> <p><i>The items below form our Consent Agenda. The last item in this section is a single vote to approve them en masse.</i></p>			
A.	Consent- Business Financial/Services		1 m
	<ol style="list-style-type: none"> 1. Check Register - June 2023 2. Check Register - July 2023 3. Check Register - August 2023 		

	Purpose	Presenter	Time
	4. Ratification of Instructure Services Order Form		
	5. Ratification of itopia, Inc. Service Order Form		
	6. Ratification of Class Technologies, Inc. Order Form		
	7. Ratification of ASPIREDU, Inc. Subscription Agreement		
	8. Ratification of Tech & Mortar, LLC Agreement		
	9. Ratification of 2023-2024 School Pathways LLC, Clever Bridge Annual Subscription Quotes		
	10. Ratification of 2023-2024 School Pathways LLC, API Annual Subscription Quotes		
	11. Ratification of 20223-2024 School Pathways LLC, Canvas Bridge Annual Subscription Quotes		
	12. Ratification of 2023-2024 Parsec Academy LLC, Service Agreement		
	13. Ratification of CliftonLarsonAllen LLP Statement of Work		
	14. Ratification of Managed Methods Renewal Quote		
	15. Ratification of CIMI Toyon Bay Agreement, by Guided Discoveries, Inc.		
	16. Ratification of 2023-2024 Nonpublic, Nonsectarian School/Agency Services, Master Contract and Individual Service Agreement		
	17. Ratification of 2023-2024 Special Education Contracted Vendors		
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		
C.	Consent- Policy Development		1 m
	1. Approval of Changes to Existing Board Policies Revised/Reviewed/Rescinded		
	6000 Series- Instruction		
	SO-6115 Attendance, Support, and Involuntary Removal Policy		
	SO-6210 Graduation Policy		
	5000 Series- Student Services		
	SO-5065 Enrollment Policy (Previously Lottery Policy)		
D.	Consent- Student Services		1 m
	1. Approval of Sage Oak Charter Schools Parent and Student Handbook Revisions		

	Purpose	Presenter	Time
2. Approval of Washington DC/Philadelphia Overnight Field Trip for 2023-2024 School Year, Grades 9-12			
E. Approve Consent Agenda	Vote	Board President	1 m

Items listed under the Consent Agenda 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. Board Governance

12:24 PM

A. (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office	Vote	Krista Woodgrift	1 m
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It is recommended the Board approve the reappointment of William Hall and his relative term 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. (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office		Krista Woodgrift	1 m
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It is recommended the Board approve the reappointment of Michael Humphrey and his relative term for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Roll Call Vote:

	Purpose	Presenter	Time
William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
C. (Action) Approval of Sage Oak Charter Schools Board of Director Reappointment and Term of Office It is recommended the Board approve the reappointment of Peter Matz and his relative term 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 _____		Krista Woodgrift	1 m
D. Administer Oath of Office The Sage Oak Charter Schools Board of Directors Manual states the following: <i>It is a tradition of the Board that, prior to entering office, all Board members take an oath or affirmation. The Oath of Office may be administered and certified by the Superintendent/CEO and/or the Board President.</i>		Krista Woodgrift	5 m
E. (Action) Approval of 2023-2024 Annual Board Evaluation It is recommended the Board approve the 2023-2024 Annual Board Evaluation 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	Vote	Krista Woodgrift	1 m

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

XIII. Business/Financial Services

12:33 PM

- | | | | |
|--|------|-------------|-----|
| A. (Action) Approval of 2023–2024 Consolidated Application and Reporting System (CARS) Spring Release | Vote | Tim O'Brien | 1 m |
|--|------|-------------|-----|

It is recommended the Board approve the 2023–2024 Consolidated Application and Reporting System (CARS) Spring Release 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. (Action) Approval of Unaudited Actuals Financial Report 2022-2023 | Vote | Tim O'Brien | 5 m |
|---|------|-------------|-----|

It is recommended the Board approve the Unaudited Actuals Financial Report dated July 1, 2022, to June 30, 2023, 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. Operations and Accountability Services

12:39 PM

- | | | | |
|--|------|---------------|-----|
| A. (Action) Approval of Sage Oak Charter Schools English Learner (EL) Master Plan 2023-2024 | Vote | Lisa Thompson | 5 m |
|--|------|---------------|-----|

It is recommended the Board approve the English Learner (EL) Master Plan 2023-2024 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. Personnel Services

12:44 PM

- A.** (Action) Approval of 2023-2026 Sage Oak Charter Schools Strategic Plan

Krista Woodgrift

1 m

It is recommended the Board approve the 2023-2026 Strategic Plan as presented during the Study Session on August 17, 2023, 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 _____

XVI. Calendar

The next scheduled meeting will be a Regular Board of Directors meeting held on October 12, 2023.

XVII. Comments

12:45 PM

- A.** Board Comments

5 m

- B.** Superintendent Comments

5 m

Purpose

Presenter

Time

XVIII. Closing Items

12:55 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.