



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on December 8, 2023 at 1:46 PM PST

Date and Time

Thursday December 14, 2023 at 10:45 AM 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](#)

ID: 91796891882

Passcode: 464513

[\(US\) +1 386-347-5053](#)

Passcode: 464513

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			10:45 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			10:47 AM
A. Led by Board President or designee		Board President	1 m
III. Approve/Adopt Agenda			10:48 AM
A. December 14, 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			

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

IV. Approve Minutes

10:49 AM

- | | | | | |
|-----------|--|-----------------|-----------------|-----|
| A. | October 12, 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. | November 9, 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 the section Public Comments/Recognition/Reports.

VI. Adjourn to Closed Session 10:51 AM

- 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 10:52 AM

- A.** Closed Session Agenda Board President 25 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. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Gov. Code section 54956.9)

- a. Office of Administrative Hearings Case No. 2023090584

VIII. Reconvene Regular Meeting 11:17 AM

- 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

Purpose Presenter Time

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 11:18 AM

A. School Highlights - Presented by Krista Woodgrift, Superintendent of Schools and CEO Krista Woodgrift 12 m

XI. Consent Agenda 11:30 AM

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, discussed, and acted upon separately.

The items below form our Consent Agenda. The last item in this section is a single vote to approve them en masse.

A. Consent - Business Financial/Services 1 m

1. Check Register - October 2023
2. Check Register - November 2023
3. Ratification of Grammarly Customer Business Agreement and Order Form
4. Ratification of School Nursing Solutions Master Agreement
5. Ratification of 2023-2024 Special Education Contracted Vendors
6. Ratification of Salesforce, Inc. Order Forms
7. Ratification of Microsoft Volume Licensing Program Agreement
8. Ratification of Amazon Business Growth Rebate Program Agreement
9. Ratification of Enome, Inc. Order Form (Goalbook Toolkit Membership and Services)
10. Ratification of Courtyard by Marriott Murrieta Letter of Agreement
11. Ratification of JW Marriott Anaheim Resort Group Sales Agreement (March 2024 Staff Event)
12. Ratification of JW Marriott Anaheim Resort Group Sales Agreement (August 2024 Staff Event)
13. Ratification of Parsec Reel LLC Service Agreement
14. Ratification of Red Herring Agreement
15. Ratification of School Pathways LLC Quote
16. Ratification of Mari+Gold Statement of Work (Redesign)
17. Ratification of Mari+Gold Statement of Work (Retainer)
18. Ratification of Learning Ally, Inc. Renewal Proposal
19. Ratification of RC Steward Corp Proposal

	Purpose	Presenter	Time
	20. Ratification of Chaffey College Chino Community Center Facility Rental Contract		
	21. Ratification of DocuSign, Inc. Order Form		
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		
	5000 Series- Student Services: Revised		
	5020-SO Suicide Prevention Policy		
	5035-SO Student Freedom of Speech and Expression Policy		
	5045-SO Acceptable Use Policy		
	5050-SO Academic Integrity Policy		
	5060-SO Grade Acceleration Policy		
	5065-SO Enrollment Policy		
	5075-SO Transcripts from Non-Accredited Schools Policy		
	5085-SO Communicable, Contagious, or Infectious Disease Prevention Policy		
	5095-SO Grade Retention Policy		
	Sage Oak Charter Schools Conflict of Interest (COI) Code: Revised		
	5000 Series- Student Services: Reviewed (No changes but annual review required.)		
	5010-SO Educational Records and Student Information Policy		
	5030-SO Immunization Policy		
	5055-SO Self-Administration of Medication Policy		
	5105-SO Direct Instruction and Supplemental/Administrative Support Policy		
	5110-SO Cell Phones, Smartphones, Pagers & Other Electronic Signaling Devices Policy		
D.	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.		

Purpose Presenter Time

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

XII. Business Financial/Services

11:34 AM

- A.** (Action) Approval of 2023-2024 Sage Oak Charter Schools First Interim Budget (FIB) Report Vote Tim O'Brien 18 m

It is recommended the Board approve the First Interim Budget (FIB) Report as presented for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051), for the fiscal year 2023-2024.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- B.** (Action) Approval of Annual Independent Auditors' Report for Sage Oak Charter Schools, Year Ended June 30, 2023 (Draft)- Presented by CliftonLarsonAllen (CLA) Vote Tim O'Brien 8 m

It is recommended the Board approve the Annual Independent Auditors' Report - Year Ended June 30, 2023 (Draft), for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: None

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

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

XIII. Personnel Services

12:00 PM

- | | | | | |
|-----------|--|------|----------------|-----|
| A. | (Action) Approval of 2023-2024 Salary Schedule Revisions | Vote | Candice Coffey | 5 m |
|-----------|--|------|----------------|-----|

It is recommended the Board approve the revisions to the 2023-2024 Salary Schedule for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051).

Fiscal Impact: \$14,256.53

Sage Oak Charter Schools - Helendale (#1885)	\$11,405
Sage Oak Charter Schools - Keppel (#1886)	\$1,639
Sage Oak Charter Schools - Warner (#2051)	\$1,212

Roll Call Vote:

William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Peter Matz

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

XIV. Organizational Structure - Annual Meeting of the Board

12:05 PM

- | | | | | |
|-----------|---|------|-----------------|-----|
| A. | (Action) Election of the Sage Oak Charter Schools Board President | Vote | Board President | 1 m |
|-----------|---|------|-----------------|-----|

In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, *Article VII, Section 7.02, Election of Board Officers*, it is recommended the Board of Directors conduct the election for the following Board officer position:

Board President: _____

Roll Call Vote:

William Hall
 Michael Humphrey
 Steve Fraire

	Purpose	Presenter	Time
Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
B.	(Action) Election of the Sage Oak Charter Schools Board Vice President	Vote Board President	1 m
In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, <i>Article VII, Section 7.02, Election of Board Officers</i> , it is recommended the Board of Directors conduct the election for the following Board officer position: Board Vice President: _____ Roll Call Vote: William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
C.	(Action) Election of the Sage Oak Charter Schools Board Clerk	Vote Board President	1 m
In accordance with the Third Amended Bylaws of Sage Oak Charter Schools, <i>Article VII, Section 7.02, Election of Board Officers</i> , it is recommended the Board of Directors conduct the election for the following Board officer position: Board Clerk: _____ Roll Call Vote: William Hall Michael Humphrey Steve Fraire Susan Houle Peter Matz Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
D.	(Action) Full Board Action In Lieu of Audit Committee, Fiscal Year 2023-2024	Vote Krista Woodgrift	2 m

Purpose

Presenter

Time

An annual independent financial audit of the books and records of Sage Oak Charter Schools will be conducted as required by Education Code Sections 47605(c)(5)(l) and 47605(m).

It is recommended the Sage Oak Charter Schools Governing Board oversee the selection of an independent auditor and the completion of an annual audit of the school's financial affairs as a full Board.

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

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

- E.** (Action) Approval of Sage Oak Charter Schools Board of Directors Manual Revisions Vote Krista Woodgrift 1 m

It is recommended the Board approve the revisions to the Board of Directors Manual for Sage Oak Charter Schools, Helendale (#1885), Keppel (#1886), and Warner (#2051) as presented.

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 meeting will be a Regular Board of Directors Meeting held on January 11, 2024.

XVI. Comments

12:11 PM

- A.** Board Comments

3 m

	Purpose	Presenter	Time
B. Superintendent Comments			2 m
XVII. Closing Items			12:16 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.